



BeyondZero

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SUMMARY

Title	IMPLEMENTATION SCIENCE CONSULTANT
Reference	RFP: BZ-GF-011-OCT 2021
Description	REQUEST FOR PROPOSAL FOR THE APPOINTMENT A CONSULTANT FOR THE IMPLEMENTATION SCIENCE PUBLICATION
Submission by email only to:	procurement@beyondzero.org.za
Closing date for enquires/bid clarification	All technical enquiries must be emailed to raymond@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 05 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
Annex 3	CIPC Registration documentation.
Annex 4	Valid SARS VAT Registration Certificate.
Annex 5	Company Profile
Annex 7	Completed and Signed Declaration of Interest .
Annex 8	Completed and Signed GF Code of Conduct

TERMS OF REFERENCE (TORs)

Beyond Zero (BZ), a Global Fund Principal Recipient (PR), seeks to appoint a short-term Implementation Science Technical Advisor to work closely with the Strategic Information (SI) Unit to carry out data analysis using routinely collected programme data for scientific publications (e.g., peer-viewed articles, conference papers, or policy briefs) for wider dissemination. BZ has sought and obtained ethics approval for this activity (the successful candidate will be provided with a copy of the approved protocol).

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Introduction:

BZ is a Global Fund PR for the funding period April 2019 to March 2022. Working with various sub-recipients (SRs), BZ implements comprehensive HIV prevention programmes targeting Adolescent Girls and Young Women (AGYW), Men who have sex with Men (MSM), and Transgender people (TG). In addition, BZ also directly implements the Community Response & Systems (CRS) programme implementation. Key interventions include HIV testing services, HIV Pre-exposure prophylaxis (PrEP), linkage to care/antiretroviral therapy, sexual and reproductive health services, as well as behavioural and structural services (detailed programme descriptions, indicators tracked, and geography will be provided to the successful candidate).

Reporting structure:

The Technical Advisor will be based in the Strategic Information (SI) Unit. They will work closely with the Programme Director (PD), Programme Technical Leads (TLs), and receive technical guidance from the SI Technical Lead, who will serve as their onsite manager.

Essential Duties and Outcomes:

1. Strengthen the ability of BZ programme teams to accelerate use of routinely collected programme data to generate evidence to inform the AGYW, MSM, TG, and CRS programmes implementation:

- 1.1. Provide technical advice to BZ programme implementation teams on implementation science methodology, design, and utilization of evidence-based practices.
- 1.2. Work closely with the SI Unit to carry out data analysis using routinely collected programme data for scientific publications (e.g., peer-viewed articles, conference papers, case studies or policy briefs) for wider dissemination.)

2. Strengthen BZ's institutional capacities to support evidence-based design, implementation, and management of the AGYW, MSM, TG, and CRS programmes:

- 2.1. Provide advice for design of new implementation science project(s) in BZ, including the research utilization and knowledge translation components of related BZ project(s).
- 2.2. The consultancy primarily focuses on the utilisation of routinely collected programme data. However, additional qualitative data may be required to contextualise programme successes or failures (e.g., key informant interviews or focus group discussions). Where the need arises, the consultant will be expected to support the collection of new data by:
 - 2.2.1. Ensuring that all such new data are collected ethically in-line with the approved protocol or make the necessary protocol amendments.
 - 2.2.2. Supporting the SI Unit to design questionnaires and interview guides per need to answer key questions related to programme implementation.
 - 2.2.3. Support the pilot questionnaires and make necessary changes.
 - 2.2.4. Support SI Unit to develop scripts for online data collection using Survey CTO or another platform.

- 2.3. The consultant may be required to participate and present research findings at technical consultations and other fora to disseminate and promote utilization of key BZ implementation science results.



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Deliverables:

- Four (4) publication and implementation science manuscripts (one each for the AGYW, MSM, TG, and CRS programme).
- All written documentation is to be submitted in English using Microsoft Word in both soft and hard copy.
- All primary data collected and analysis conducted for the purpose of the consultancy will remain the property of the Beyond Zero and must be submitted electronically in a clear and comprehensible Excel format.
- No parts of this implementation science exercise, whole or part, shall be published without prior written approval by Beyond Zero.
- The service provider working with the SI Unit Technical Lead, M&E Manager, and Data Manager, supported by Programme Technical Leads will closely review available programme data and documents to develop the workplan to facilitate the exercise.
- The table below provides an outline of the various deliverables.

Deliverable	Description	Duration
Inception report	<ul style="list-style-type: none">• Review existing programme description documents and routine reports.• Provide a detailed work plan in consultation with SI Unit and Programme Technical Leads (TLs).• Detail key research questions in the workplan (minimum of one each for the AGYW, MSM, TG, and CRS programmes). These will be prioritised in consultation with the respective TLs and the SI Unit based on readily available data.• Outline plans for any new data collection including the methodology.	2 weeks
Manuscript 1: AGYW	<ul style="list-style-type: none">• Literature review• Data analysis• Draft manuscript for internal BZ review• Submission to peer-reviewed journal• A case study report for dissemination may be acceptable subject to approval by the Programme Director and Chief Executive Officer.	3 weeks
Manuscript 2: MSM	<ul style="list-style-type: none">• Literature review• Data analysis• Draft manuscript for internal BZ review• Submission to peer-reviewed journal• A case study report for dissemination may be acceptable subject to approval by the Programme Director and Chief Executive Officer.	3 weeks
Manuscript 3: TG	<ul style="list-style-type: none">• Literature review• Data analysis	3 weeks



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	<ul style="list-style-type: none">• Draft manuscript for internal BZ review• Submission to peer-reviewed journal• A case study report for dissemination may be acceptable subject to approval by the Programme Director and Chief Executive Officer.	
Manuscript 4: CRS	<ul style="list-style-type: none">• Literature review• Data analysis• Draft manuscript for internal BZ review• Submission to peer-reviewed journal• A case study report for dissemination may be acceptable subject to approval by the Programme Director and Chief Executive Officer.	3 weeks
Final report	<ul style="list-style-type: none">• Outline a strategy for the design of new implementation science project(s) in BZ, including the research utilisation and knowledge translation components of related BZ programmes.	1 week

- The outline above is only indicative of the key deliverables. However, the consultant may choose to undertake to complete the tasks simultaneously in consultation with the BZ team.

Duration of assignment

- The service provider will work for a fulltime equivalent of 75 working days to complete the entire assignment as specified in the timelines on the table above.

Institutional arrangements

- The BZ SI Technical Lead will manage the day-to-day activities of the successful candidate for the duration of the assignment.
- The service provider will actively engage BZ programme staff in all the steps and processes of the exercise to ensure complete transfer of knowledge upon the completion of the assignment.
- BZ will render all support in terms of institutional arrangements not limiting to issue of office orders, arrangements of meetings, and necessary logistics during the field visits for the service provider and other such facilities deemed necessary for the smooth completion of the assignment.
- The SI Technical Lead will ensure introduction to implementing partners and other key stakeholders as needed.
- The SI Technical Lead will ensure the service provider receives comments and feedback on time, and approval of all deliverables within agreed timelines.

Minimum expected competencies and skills:

- Master's degree or higher in Public Health, Sociology, or other related discipline.
- Record of HIV/AIDS or TB prevention-related publications in peer-reviewed journals accredited by the Department of Higher Education (DHET) as per link below.
 - <https://www.dhet.gov.za/Policy%20and%20Development%20Support/DHET%20Accredited%20Journal%20lists%20for%20publications%20to%20be%20made%20in%202021.xls>



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- Submit pdf copies of the most recent five (5) publications **and** provide verifiable links to all listed publications.
- Affiliation to an institution of higher learning is much preferable.
- Demonstrable research skills such as data analytics, statistics, or survey design (e.g., evidence such as university degree, verifiable short course, or roles listed in publication will be accepted). This will be tested.

Desirable attributes:

- Good writing and organizational skills.
- Proficiency in research design, research report writing, and source analysis.
- A thorough knowledge of research procedures and best practices.
- Team-working and communication skills.
- Ability to conduct research independently.
- Knowledge of research and experimental techniques for gathering both qualitative and quantitative data.
- Knowledge of HIV preventions, Tuberculosis and Sexual Reproductive Health (SRH) indicators, and data management.
- Previous work with Beyond Zero or other Global Fund PR in South Africa is desirable.

Documents to be submitted when submitting the proposal

- The service provider or consultant will submit a capability statement demonstrating how they meet the required qualifications and competencies and proposed all-inclusive daily rate (see below). Please include a statement clearly outlining how confidentiality of the data analysed shall be ensured during analysis and reporting.
 - Please specify in your application if you have contractual barriers with your current or previous employers that will prevent you from presenting any research insights generated as part of this assignment in public fora to BZ partners who may include provincial and national government officials, SANAC and the Global Fund.
- Copies of all relevant Curriculum Vitae (CVs). In the event that the service provider or consultant proposes to be supported by another individual(s) e.g., statistician, CVs for the specific individual(s) that will form the proposed team structure should be included.
- Submit pdf copies of the most recent five (5) publications and provide verifiable links to all listed publications.
- Submit evidence of educational qualifications, including relevant short courses.
- The documents need to be submitted by email, due date **13h00** on the **5th of November 2021**.

Scope of price and payment schedule will be as follows

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



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- The task is based on analysis of routinely collected programme data which will be made available by BZ. Where any new data will be required to be collected, BZ will be responsible for facilitating and making the necessary travel and logistic arrangements subject to approval by the Programme Director.
- Payments shall be done as reflected below upon verification of completion of deliverables and approval by the BZ Programme Director against the agreed timeline:
 - 10% on production of detailed workplan and methodology (inception report).
 - 20% on submission of manuscript 1 to a peer-reviewed journal.
 - 20% on submission of manuscript 2 to a peer-reviewed journal.
 - 20% on submission of manuscript 3 to a peer-reviewed journal.
 - 20% on submission of manuscript 4 to a peer-reviewed journal.
 - 10% after submission of the final report.
- A case study report for dissemination may be acceptable subject to prior approval by the Programme Director and Chief Executive Officer.

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 Certificate)	Pass/Fail
		A detailed and comprehensive proposal	
		BBBEE Certificate or Valid Sworn Affidavit	
		Valid SARS Tax Clearance Certificate	
		Valid VAT Registration Certificate	
		CVs for the team	
		Completed and Signed Declaration of Interest	
		Completed and Signed GF 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, TG, MSM and CRS populations	



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		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

