



TERMS OF REFERENCE

SCM Department Consultant January 2022 BZ-GF-013-JAN-2022

1.SUMMARY	
Title Reference	Appointment of a Supply Chain Management Consulting Firm BZ-GF-013-JAN-2022
Description	Beyond Zero seeks the appointment of a suitably qualified and experienced Firm to support the Global Fund SCM unit within the SCM department on a consultancy basis for a period of two months.
Submission by email only to	tgf-procurement@beyondzero.org.za By NO LATER than 31 January 2022@13H00
Submission must include	<ol style="list-style-type: none"> 1. Signed cover letter 2. Proposal 3. Proposed 2 months budget 4. Company profile 5. CV's 6. 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>) 7. SARS Tax Clearance Certificate/Tax Compliance Letter 8. VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 million for all expenditure more than R1 million 9. Bank Account Verification letter 10. Signed Code of Conduct for Suppliers of Services 11. Completed and Signed Declaration of Interest
Deadline for submission	31 January 2022 @13H00

Terms of Reference

Appointment of a suitably qualified and experienced Firm to support the Global Fund SCM unit within the SCM department on a consultancy basis for a period of two months.

1. PURPOSE

The purpose of these terms of reference is to source the services of a suitably qualified and experienced Firm to support the (Global Fund) SCM unit within the SCM department on a consultancy basis for a period of two months.

2. ORGANIZATION BACKGROUND

- a) Beyond Zero is one of four Principal Recipients (PRs) of funding support by the Global Fund for AIDS, TB, and Malaria (GFATM)) in South Africa to lead and provide strategic management, oversight, monitoring, and evaluation on the implementation of the GF grant for the period April 2019 until March 2022. Beyond Zero is implementing interventions that address the Acquired Immune Deficiency Syndrome (AIDS) and Tuberculosis epidemics in South Africa and focuses more specifically on the following modules: • Prevention programs for adolescents and youth, in and out of school (AGYW); • Comprehensive prevention programs for Men who have sex with other Men (MSM); • Comprehensive prevention programs for Transgender (TG) people and • Community response systems (CRS).
- b) The Supply Chain Management unit plays a pivotal role in the procurement of goods and services procured by the donor funds; therefore, a need to have an experienced SCM Consultant who is mostly experienced in the procurement of health products would assist the Global Fund in ensuring that all the resources are optimally utilized and accounted for in line with Global Fund Guidelines. Currently, the SCM unit is managed by the Procurement Manager and 4 Procurement Officers and some administrators are tasked to assist on certain procurement activities.

3. EXPECTED KEY DELIVERABLES AND SCOPE OF WORK

- a) Operationalize (Global Fund focused) SCM unit (customized policies/SOPs, people, and processes) within the BZ SCM department.
- b) Develop a Global Fund focused SOP that guides the process of procuring health products and other goods and services required for grant activities. This process must incorporate the process flow from the initiation of the request to the awarding and contracting of service provider.
- c) Advise Beyond Zero pharmacist or medically qualified professionals and SCM on the best practices in SCM and compliance with the Global Fund guidelines for the procurement of health products.
- d) Assess the SCM unit in terms of capacity to do its function.
- e) Assist in ensuring development of a functional organogram, policy, and SOPs to ensure functionality and effectiveness to address the shortfalls raised by The Global Fund.
- f) The entity/consultant is expected to liaise with Senior Management and the LFA in monitoring and reporting compliance with all Global Fund requirements in the procurement of goods and services above \$70 000 as required by The Global Fund.

4. APPROACH AND METHODOLOGY

- a) The entity is expected to work with the CFO, the Procurement Manager (Acting) and SCM Team to familiarize themselves with the processes within Beyond Zero.
- b) The entity is also expected to guide and comprehensively support the proceedings of the Procurement Review Committee and advise where necessary.
- c) The entity is expected to prepare the required reports on the Beyond Zero compliance status with The Global Fund requirements prior any recommendation for award being made.

5. EXPECTED SERVICE PROVIDER EXPERIENCE, QUALIFICATIONS AND COMPETENCIES

Applications from Firms will be assessed on their ability to provide a mixed team of suitable staff who shall be able demonstrate the following qualifications and competencies:

Minimum Qualifications of Team

- a) Team should be comprised of at least one member with a Masters or Senior degree preferably in Procurement Management, Logistics, or Finance
- b) At least one member should be registered with the Chartered Institute of Procurement & Supply (CIPS) professional body or similar reputable professional body.
- c) At least one member with Procurement and Supply Management (PSM) for Health Products with a minimum of 7 years relevant experience in managing or advising on the procurement, supply and use of health products.

Minimum Experience of Team

- a) A minimum of 10 years' experience in the SCM and Finance environment.
- b) Sound knowledge of the international donor funded organization procurement processes including procurement of health products.
- c) Vast experience of the NGO Management environment or compliance driven environment i.e., government etc.
- d) Experience in developing SCM related policies, operational tools, and guidelines.
- e) Knowledge of major international donors' procurement requirements.
- f) Advanced proficiency in SAGE Procurement module and MS Office tools.
- g) Excellent communication skills, both verbal and written.
- h) Problem solving and negotiating skills.
- i) Valid driver's license and ability to travel extensively.
- j) Team player who is self-motivated. Ability to work under pressure and meet deadlines.
- k) Knowledge of at least one other South African language is an added advantage.
- l) Procurement and Supply Management (PSM) for Health Products experience and the ability to demonstrate the following competencies:
 - i. experience/expertise in assessing policies, systems and structures in the public and/or private health sector relevant for managing effective and efficient access to pharmaceuticals and other health products, particularly for AIDS, TB and malaria;
 - ii. experience/expertise in the procurement of health products including regulations and tendering process;
 - iii. experience/expertise in supply chain/logistics management systems;
 - iv. experience in quantification and forecasting of health product needs in public health programs;
 - v. a good understanding of AIDS, TB, malaria market dynamics and existing global supply challenges as well as international health products procurement and supply management practices, applicable national and international laws, and recognised standards; and
 - vi. good writing and analytical skills.

6. EVALUATION CRITERIA

The evaluation of submissions will be managed by a Procurement Review Committee (PRC) which will prepare a shortlist of applicants that meet the 70 out of 100 (stage 2) threshold for further evaluation on Price and B-BBEE.

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

- Stage 1: Assessment of 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 70 out of 100 points of the technical competency requirements will be evaluated further on Price & BBEE.**

For applicants that satisfy the Stage 1 pre-qualification criteria and the administrative requirements, the weighting of the overall score is as follows:

CRITERIA	WEIGHT	SUB-CRITERIA	POINTS
STAGE 1: ELIGIBILITY	N/A	Signed cover letter	Pass/Fail
		Proposal	
		Proposed 6-month budget	
		Company profile	
		CVs of proposed team members	
		Valid B-BBEE certificate	
		SARS Tax Clearance Certificate / Tax Compliance Letter	
		VAT Registration Certificate for all expenditure above R1 Million	
		Bank account verification letter	
		Signed Global Fund Code of Conduct for Suppliers of Services	
		Completed and signed Declaration of Interest	
		CIPS registration certificate (or similar acceptable registration with professional body) for the entity or at least one team member	
		Entity or Team Leader has a minimum of 10 years of experience in the SCM and Finance environment	
STAGE 2: TECHNICAL	100	Able to demonstrate a sound knowledge of the international donor funded organization and/or government procurement processes	20
		Able to demonstrate experience in developing SCM related policies, operational tools, and guidelines	20
		Proven project and program management expertise gained in implementing change and leading SCM/Finance techniques in an NGO environment	20
		Able to prove (with references) substantial compliance with all technical requirements listed in this TOR	20
		Entity or Team member has verifiable experience in procurement and supply management of Health Products	20
TOTAL: TECHNICAL			100
STAGE 3: PRICE AND B-BBEE (points to be allocated in accordance with PPPFA)			
PRICE	80	Price (to be based on the proposed staffing mix, with disclosure of the proposed rates per team member)	80
B-BBEE	20	B-BBEE	20
TOTAL: PRICE AND B-BBEE			100

7. DURATION

The appointment shall require that the full team shall be available for a period of 2 full months.

8. PROPOSED WORKPLAN AND TIMELINES

The service provider working with management will develop detailed workplans and timelines. This workplan will be submitted to the Beyond Zero CFO within 2 weeks for approval.

9. PAYMENT SCHEDULE

Beyond Zero payment terms will be applicable.

10. SUBMISSION & DEADLINE

- a) Proposals are to be electronically submitted at tgf-procurement@beyondzero.org.za not later than the closing date, which is the 31 January 2022 at 13:00.
- b) No late submissions will be accepted and considered for evaluation.