



# BeyondZero

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## SUMMARY

Title	Appointment of a consultant to do End term review for Provincial Implementation Plan on HIV, TB and STIs 2017-2022
Reference	<b>BZ-GF-2023-10-02</b>
Description	Beyond Zero seeks to appointment a suitable, qualified, and experienced consultant for the end term review of the provincial implementation plan for HIV, TB and STI's 2017-2022 in the Limpopo and Free state for a period of three (3) months.
Submission by email only to	<a href="mailto:crs-procurement@beyondzero.org.za">crs-procurement@beyondzero.org.za</a>
Submission must include	<ol style="list-style-type: none"><li>1. CIPC Registration Documents</li><li>2. SARS tax clearance certificate/Tax Compliance Letter</li><li>3. VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R500000.</li><li>4. B-BBEE certificate (<b><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></b>)</li><li>5. Bank account verification letter</li><li>6. Signed Global Fund Code of Conduct for Suppliers of Services</li><li>7. Completed and Signed Declaration of Interest</li></ol>
Closing Date and Time	<b>09 November 2023, @15h00pm</b>

## **1. PURPOSE**

- 1.1 Beyond Zero seeks to appointment a suitable, qualified, and experienced consultant for the end term review of the provincial implementation plan for HIV, TB and STI's 2017-2022 in the Limpopo and Free state for a period of three (3) months.

## **2. BACKGROUND**

- 2.1 Beyond Zero (BZ) 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 2022 until March 2025. BZ 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 Adolescent and Young People (AYP), in and out of school.
- Comprehensive prevention programs for Men who have sex with other Men (MSM);
- Comprehensive prevention programs for Transgender (TG) people and
- Community System Strengthening (CSS).

- 2.2 Through the CSS module, Beyond Zero Support Provincial AIDS Councils Secretariat to coordinate National Strategic Plan (NSP) for HIV, which for the first time, included TB. The NSP was translated into the Provincial Implementation Plans (PIP) covering the same period. The NSP for HIV, TB and STIs 2017-2022 had its term extended to 2023 because of the outbreak of COVID 19 pandemic which highly disrupted its implementation between 2020 and 2021. Connected to the extension, provinces were instructed to develop PIP catch-up plans that would attempt to catch up with programmes that could not be implemented during 2020 and 2021.

- 2.3 The end of term of a five-year strategy provides an opportunity for the province to review its performance on the implementation plan so that some lessons can be learnt in preparation for the development of the New Strategic Plan for HIV, TB and STIs 2023-2028.



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- 2.4 These Terms of Reference aim to solicit service providers to assist the Free State and Limpopo AIDS Councils to conduct end term reviews of the five-year Provincial Implementation Plans for HIV, TB and STIs, including the catch-up plan.
- 2.5 The overall goal of PIP End Term Review (ETR) is to provide an in-depth analysis of the implementation of the PIP with a specific focus on progress made towards achieving the targets set for each of the eight goals, including a trend analysis over the five-year implementation period. Additionally, the review is intended to illustrate emerging issues and opportunities, lessons learned, gaps and challenges encountered during the PIP implementation term. The ETR findings will inform the development of the new PIP (2023-2028), by providing baseline data; informing target setting and more targeted interventions based on lessons learnt and recommendations.

### **3. SCOPE OF WORK**

- 3.1. The successful service providers shall assess the extent to which the PIP HIV, TB & STIs 2017-2022 has achieved its intended overall goals, as well as outcomes and outputs.
- 3.2. Illustrate actual performance against set targets, including emerging trends over the five-year implementation period.
- 3.3. Assess factors (in design, implementation, and others) that have contributed to or impeded the achievement of expected outcomes and outputs.
- 3.4. Investigate and document the nature of the innovative, holistic, and scalable models applied by different stakeholders (What were the models? What was their unique propositions compared to other similar projects?).
- 3.5. Articulate best practices for replication of interventions and an improvement in the development of focused, clear, and meaningful PIP goals and objectives.
- 3.6. Analyse all the goals of the PIP and provide an evaluation of provincial performance on each goal.
- 3.7. Analyse the performance of key programmes aimed at reaching the goals and provide an evaluation of their effectiveness.
- 3.8. Identify all the goals that were not achieved and provide rational for lack of achievement.
- 3.9. Analyse programmes and sectors that did not perform well against set targets and provide reasons for non-performance.
- 3.10. Identify areas of improvement for each province in order to strengthen their performance.



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- 3.11. Assess and provide clear, bold, practical and specific recommendations to improve performance where necessary.
- 3.12. The project team, led by the AIDS Council Head of Secretariat in each province, shall meet the service provider at the inception of the project to agree on which key targets, indicators, and programmes to focus on optimal project outcome.
- 3.13. The consultants will prepare an inception report and a project plan that will operationalise the Terms of Reference (ToRs).
- 3.14. The inception report will address the following elements: understanding of the ToRs, expectations of the review; consultant's team's roles and responsibilities; any refinements and elaboration to review questions; methods – quantitative and qualitative data collection and case study, including constraints; outline of the final ETR report and evaluation matrix linking questions – methods – data sources and indicators. Consultation meetings on the draft report are to be convened with all PCA stakeholders at various levels (Province, District and Local).

## **4. DELIVERABLES**

- 4.1. The service provider will prepare the draft and final evaluation/feasibility reports that describe the methodology (briefly), findings, recommendations, and lessons. Prepare a summary infographic report for sharing with various users including high-level stakeholders, as follows:
  - 4.1.1. A soft copy of the Summary report with infographics
  - 4.1.2. A soft copy of the Final report - designed and laid out with Infographics.
- 4.2. The service provider will be required to present the first draft of the findings to the PCA secretariat, Programme Review Committee, and the Council
- 4.3. The Service Provider will report to the PCA Monitoring and Evaluation/Strategic Information Manager/Specialist and Head of Secretariat on all issues related to the evaluation deliverables and feedback processes.
- 4.4. The service provider will be expected to incorporate all the comments and provide a final draft.

## **5. RESPONSE REQUIREMENTS**

- 5.1. Service provider(s) must have relevant evaluation and feasibility study expertise. Applicants must have at least a minimum of the following experience and qualifications:
  - 5.1.1. Extensive knowledge of the South African multi-sectoral response including the Provincial Implementation Plans (PIPs) and Multi-Sectoral District Implementation Plans (MDIPs).



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- 5.1.2. Proven experience in conducting similar reviews and/or evaluations (previous experience in undertaking the End Term Review/Evaluations and similar reports will be an added advantage)
  - 5.1.3. A clear understanding of the PCA structures at all levels.
  - 5.1.4. At least three years of experience working with PCA and its structures at all levels.
  - 5.1.5. Demonstrated experience in HIV, TB and STIs prevention, treatment, care and support programming.
  - 5.1.6. Advanced university degree in Economics, Public Policy, Social Sciences, Public Health, Epidemiology and related technical field.
  - 5.1.7. Strong knowledge of the South African HIV, TB and STI epidemic and national response; the legislative, and policy environment including the NSP on HIV, STIs and TB (2017-2023 as well as the current NSP 2023-2028) and PCA's mandate.
  - 5.1.8. Excellent analytical and writing skills in English informed by technical content.
  - 5.1.9. A minimum of 5- years of experience in the development, monitoring and evaluation of HIV, TB and STI programs.
  - 5.1.10. Willingness to travel to communities where the project is being implemented and to conduct interviews, including focus group discussions.
- 5.2. Service providers must submit written contactable reference letters of recent and current similar project. Reference letters must not be older than five (5) years, must be on the letterhead of the previously serviced clients and should at least reflect name of the clients, title of the related work conducted, contactable reference name and contact number and signed by the appropriate delegate.
- 5.3. The service provider must submit a methodology detailing operational plan with clear details to demonstrate understanding of the assignment. An indication of the approach to carrying out the assignment including a detailed implementation plan This must include the actual process on how the services would be provided, a provisional project plan with timelines, evaluation questions, evaluation design, methodology, number of Key Informants Interviews (KII) and Focus Group Discussions (FGDs). (i.e., delivery/collection points, frequency, turnaround time, etc.) including delivery team structure, communication and operational tools, reporting, etc.
- 5.3.1. Specific Expertise describing level of knowledge and expertise in conducting evaluations with similar scope and thematic areas.
  - 5.3.2. one sample evaluation report (published reports or unpublished reports approved by the respective clients) focusing on the same sector/theme.

5.3.3. The financial costs and at includes detailed budget line items inclusive of VAT, with unit and total costs, and including transport and accommodation. Taxes and insurances shall not be included as this will be the entire responsibility of the service provider.

## 6. EVALUATION CRITERIA

The evaluation of proposals will be managed by an Evaluation Committee which will prepare a shortlist of applicants that meet the eligibility for appointment. The evaluation process will be conducted according to the following stages:

- **Stage 1:** Assessment of administrative compliance. Applications that do not comply may not be evaluated further.
- **Stage 2:** Assessment on specification of services competency focusing on the ability to fulfil the required scope of work. Applicants need to achieve a score of at least 70 out of 100 points of the specification of services competency requirements to progress further. Selection will be done by an evaluation committee.
- **Stage 3:** The final stage of evaluation will be the application of the preference points system price at 80 points and B-BBEE 20 points.

### 6.1. Stage 1: Eligibility Evaluation

**Table 1: Eligibility evaluation Stages**

Criteria	Sub-Criteria	Comply / Not Comply
Eligibility	Valid SARS Tax Clearance Status/pin	
	CIPC Registration Documents	
	Valid B-BBEE Certificate (from SANAS Accredited Verification Agency)/ Sworn affidavit	
	VAT Registration Certificate or VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R500000. (If applicable)	
	Bank account verification letter	
	Signed Global Fund Code of Conduct for Suppliers of Services	
	Completed and signed bid document	

6.2. **Stage 2: Technical Evaluation**

Only service provider who score 70 points or more in stage 2 will be evaluated further in stage 3 and therefore eligible for the award.

Criteria	Description	Weighting
<b>Methodology</b>	<p>The service provider must submit a methodology and approach for the proposed required solution. This must include the actual process on how the services would be provided as per the scope of work, demonstration how all reservations/ bookings will be managed, after hours and emergency services, technology available for reporting, etc.</p> <p><b>Scoring Matrix</b></p> <p><b>Excellent:</b> Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full = <b>40 points</b></p> <p><b>Acceptable:</b> Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled = <b>30 Points</b></p> <p><b>Serious Reservations:</b> Satisfies the requirement with serious reservations. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled = <b>20 points</b></p> <p><b>Unacceptable:</b> Does not meet the requirement. Does not comply and/or insufficient information provided = <b>0 points</b></p>	40
<b>Reference Letters</b>	<p>The service provider must submit written contactable reference letters of recent and current projects.</p> <p>Reference letters must not be older than five (5) years, must be on the letterhead of the previously serviced clients and should at least reflect name of the clients, title of the related work conducted, contactable reference name and contact</p>	30



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Criteria	Description	Weighting
	<p>number and signed by the appropriate delegate.</p> <p><b>Scoring Matrix</b></p> <p>5 or more reference letter attached = <b>30 points</b></p> <p>3 - 4 reference letters attached = <b>20 points</b></p> <p>1 – 2 reference letters attached = <b>10 points</b></p> <p>No reference letter attached = <b>0 points</b></p>	
<b>Project Plan</b>	<p>The service provider must submit a detailed project plan for implementing the travel management services including timelines, roles and responsibilities of individual responsible for implementing the required service.</p> <p><b>Scoring Matrix</b></p> <p><b>Excellent:</b> Satisfies the requirements The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full = <b>15 points</b></p> <p><b>Acceptable:</b> Satisfies the requirement. The response shows an acceptable level of understanding of the requirement and provides some satisfactory level of details on how the requirements will be fulfilled = <b>10 points</b></p> <p><b>Serious Reservations:</b> Satisfies the requirement with serious reservations. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled = <b>5 points</b></p> <p><b>Unacceptable:</b> Does not meet the requirement. Does not comply and/or insufficient information provided = <b>0 points</b></p>	15
<b>Project Lead</b>	<p>The service provider must clearly outline the role and responsibilities of a dedicated person (Project Lead) who shall serve as primary liaison throughout the course of the service.</p>	15





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Criteria	Description	Weighting
	Bidder must attach a brief Curriculum Vitae (CV) for the Account Manager's role indicating relevant experience.  Five (5) and more relevant years of experience = <b>15 points</b>  Three (3) to four (4) relevant years of experience = <b>10 points</b>  Two (2) relevant years of experience = <b>5 points</b>  Less than two (2) years or no cv submitted = <b>0 points</b>	

### 6.3. Stage 3: Price And B-BBEE Evaluation

Service Providers that have successfully met a minimum threshold of 70 points on presentation evaluation on stage 3 will be evaluation on stage 4 (Price and B-BBEE).

The service providers' tender response will be evaluated based on a combination of price and BBEE in accordance with the ratios set out below for each training:

Price and B-BBEE	Weighting
Price	80
B-BBEE	20
Total	100

**Price evaluations will be conducted using the following formula:**

$$\text{Lowest bid price} = 80$$

$$\text{Price under calculation} = 80 \left( 1 - \frac{\text{Price under consideration} - \text{Lowest bid price}}{\text{Lowest bid price}} \right)$$

**BBEE evaluations will be conducted in accordance with the following table:**

B-BBEE Status	Number of Points (80/20 system)
Level 1	20
Level 2	18



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Level 3	12
Level 4	10
Level 5	8
Level 6	6
Level 7	4
Level 8	1
Non-compliant	0



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**5. PRICING SCHEDULE**