



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19th October 2020

Country: South Africa

Type of Contract: Individual Consultant

Description of the assignment: Human Rights Consultant

Period of assignment/services (if applicable): 100 working days

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **16h00** on the **02nd November 2020**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit, South Africa will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The South African National AIDS Council (SANAC) brings together government, civil society and the private sector to create a collective response to HIV, TB and STIs in South Africa. SANAC released the fourth National Strategic Plan (NSP) for HIV, Tuberculosis (TB) and Sexually Transmitted Infections (STIs) in 2017. This five-year plan (2017–2022), guides the multi-sectoral implementation of strategies to mitigate the impact of HIV, TB and STIs.

International donors such as Global Fund (GF) support the implementation of TB and HIV programmes in SA, amongst others. The GF grant is coordinated through the Global Fund Country Co-ordinating Mechanism (GF CCM), which is a SANAC-hosted body set up to raise funds from the Global Fund to Fight AIDS, TB and Malaria (Global Fund). As part of its function, it oversees the development and submission of a request for funding proposal to the Global Fund (GF) every three-year cycle.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The consultant is required to as a Human Rights consultant of the next joint HIV, TB & Resilient and Sustainable Systems for Health (RSHH) Request for Funding to be submitted to the Global Fund.

The consultant will work in collaboration with the support writers, the expert consultants and technical working groups (TWGs) to develop the human rights piece in the RFF. The RFF Application Form comprises five main sections; namely:

1. *Country Context*
2. *Funding Request*
3. *Operationalization and Risk Mitigation*
4. *Funding Landscape, Co-financing and Sustainability*
5. *Prioritized Above Allocation Request*

(Detailed information can be found in the terms of references)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Post graduate degree in public health, development studies, economics, social sciences or other relevant field.
- Extensive and demonstrable knowledge of the HIV and TB epidemics and human rights including community responses.
- Extensive knowledge and experience of the funding landscape for HIV, TB and RSSH in SA, including knowledge of the contribution of various government departments and other funders including PEPFAR and the Global Fund.
- Strong understanding of HIV and TB programming, including the need to focus on gender issues, key populations and human rights to meet GF requirements.
- At least five years' experience with the participatory strategic planning processes.
- Demonstrable experience in leading or being a major contributor to the writing of human rights strategic documents
- Previous experience in contributing to the development of GF requests for funding focusing on removing barriers to human rights especially in the new format for 2017-2019 applications.
- Proven record of accomplishment of delivering similar projects timeously to a high standard under tight deadlines.

Other Competencies

- Strong analytical programming skills
- Strong communication and facilitation skills
- High proficiency in Microsoft Office Packages
- Proficiency in oral and written English.
- Ability to work under pressure
- Knowledge of the HIV and TB stakeholders in the country and be well acquainted with influential role players in those sectors.
- Knowledge of HIV and TB and the social determinants of disease including gender and human rights related issues.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

i)	Annexure A: Technical Proposal demonstrating ability to complete the assignment and produce a quality document as per scope of work detailed above
ii)	Annexure B: Summary of past experience. The proposal should show the range of similar assignments undertaken and the size of these assignments, three letters of reference or other means of verifying past experience
iii)	Annexure D: All-inclusive financial proposal indicating consultancy fee (South African Rand) and a breakdown of expenses (unit price together with any other expenses) related to the assignment. The proposal must incorporate all the costs travel, V.A.T, etc. for the service provider to achieve the required deliverables

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

In case travel is requested, the costs including transport, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be covered and paid by UNDP on the basis of UNDP rates.

The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the expert.

UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

Only candidates obtaining a minimum of 70% (70 points) would be considered for the Financial Evaluation

EVALUATION CRITERIA

- Technical proposal demonstrates clear process and methodology for delivering high quality products in line with the ToR (50%).
- Demonstrated record of accomplishment / knowledge in the area of HIV and TB programming, including the need to focus on Gender issues, Key Populations and Human Rights (25%)
- Demonstrated track record in delivering similar projects with relevant qualifications and references (25%)

ATTACHEMENTS:

- Terms Of References
- Individual Consultant General Terms And Conditions
- Offeror's Letter To UNDP Confirming Interest And Availability
- P11 – Personal History Form