

# **TERMS OF REFERENCE**

## **MID-TERM REVIEW OF THE WESTERN CAPE PROVINCIAL IMPLEMENTATION PLAN ON HIV, TB & STIS**

**(2017 -2022)**

REQUEST FOR PROPOSALS | July 2020

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## ACRONYMS

AIDS	Acquired Immune Deficiency Syndrome
DOH	Department of Health
HIV	Human Immunodeficiency Virus
MDIPS	Multi Sectoral District Implementation Plans
M&E	Monitoring and Evaluation
NACOSA	Networking AIDS Community of South Africa
NSP	National Strategic Plan
NW PCA	North West Provincial Council on AIDS
OTP	Office of the Premier
PIP	Provincial Implementation Plan
SANAC	South African National AIDS Council
STIS	Sexually Transmitted Infections
TOR	Terms of Reference
TB	Tuberculosis
UFE	Utilisation Focused Evaluation

# **MID TERM REVIEW OF THE WESTERN CAPE PROVINCIAL IMPLEMENTATION PLAN ON HIV, TB & STIS (2017-2022)**

## **1. PURPOSE**

To conduct a Mid-Term Review (MTR) of the Western Cape Implementation Plan (WC PIP) on HIV, TB & STIs (2017-2022) in the Western Cape Province.

## **2. BACKGROUND**

This is a call for an independent mid-term review of the Western Cape Provincial Implementation Plan (PIP) on HIV, TB and STIs (2017-2022).

The WC PIP is a five-year operational plan that outlines key activities implemented by multi-sectoral stakeholders from government departments and the civil society organisations in the province to achieve the goals of the South African National Strategic Plan (NSP) on HIV, TB and STIs (2017-2022). The eight goals of the PIP aligned to the NSP are as follows:

1. Accelerate prevention to reduce new HIV and TB infections and STIs.
2. Reduce morbidity and mortality by providing treatment, care and adherence support for all.
3. Reach all key and vulnerable populations with customised and targeted interventions.
4. Address the social and structural drivers of HIV, TB and STIs, and link these efforts to the National Development Plan.
5. Ground the response to HIV, TB and STIs in human rights principles and approaches.
6. Promote leadership and shared accountability for a sustainable response to HIV, TB and STIs.
7. Mobilise resources and maximise efficiencies to support the achievement of the NSP goals and ensure a sustainable response.
8. Strengthen strategic information to drive progress towards achievement of NSP goals.

The 2019/2020 financial year marks the mid-term implementation of the WC PIP, hence the call for an independent mid-term review.

### **3. MTR PURPOSE AND SCOPE**

#### **3.1. Purpose**

The overall purpose of the MTR is to assess the progress made towards achieving the key targets for each of the eight PIP goals in the Western Cape. It will also identify gaps and challenges in implementation to date and offer recommendations. This will inform the revision of the PIP and its implementation in the remaining period, taking into consideration the current national and provincial situation and priorities.

Additionally, the MTR is to identify key lessons learned which will contribute to learning for the Western Cape Provincial Council on AIDS (PCA) which is made up of multi-sectoral stakeholders from government departments and civil society responding to the HIV, TB and STIs epidemic in the province. It will document best practises and lessons learnt from when implementation of the PIP started to date.

#### **3.2. Scope**

The MTR will assess progress in the implementation of the PIP from 2017/2018 until 2019/2020, which marks the mid-term period of the PIP in the Western Cape Province. Evaluation criteria are as follows: effectiveness, relevance and efficiency to judge merit.

#### **3.3 Audience of the MTR**

The primary intended users of the MTR are government departments (such as the Departments of Correctional Services, Education and Sports Development, Health, Social Development and Finance to name a few) and the 19 civil society sectors, and the community-based organisations they represent and the PCA secretariat.

#### **3.4 Specific Objectives**

The following are the objectives of the evaluation:

1. Assess the major achievements from 2017/2018 to date in relation to the WC PIP objectives and intended results [Effectiveness].
  - Assess key achievements, the likelihood of meeting targets of key indicators at the end of the PIP implementation period, and the significance/ strategic importance of the achievements,
  - Describe gaps and challenges,
  - Identify best practises and lessons learnt.
2. Assess the extent to which the NSP strategies/PIP key activities are being implemented and adapted as necessary by the multi-sectoral stakeholders responding to HIV, TB and STIs in the province [Efficiency]
3. Assess and make recommendations on the key activities/priorities, which need updating in the current PIP and update targets. [Relevance].
4. Assess the governance, coordination, and management of the WC PIP.

#### 4. APPROACH AND METHODOLOGY

No.	Key deliverables	Task	Deadline
1	*Draft Inception report including draft work-plan and questionnaires	Desk review of the relevant documents such as the PIP, NSP, and relevant HIV, TB and STI research not limited to the South African Demographic and Health Survey, South African HIV Prevalence, Incidence and Communication Survey, Thembisa mathematical model, District Health Barometer and qualitative data. WC PAC secretariat will give the consultant(s) additional documentation for this exercise.	11 August 2020
2	*Inception report *Detailed Workplan *Questionnaires	Inception meeting to brief consultant(s) and finalise the Inception report, which should include a detailed review plan. The review plan outlines the agreed upon evaluation questions, indicators and a rigorous methodology (sample list, data collection and analysis). Finalise questionnaires for key informant interviews & focus group discussions.	14 August 2020
3	*Data collection from stakeholders	Conduct key informant interviews and focus group discussions at provincial, district/metro and local level as agreed upon in the Inception report. Sample will include Programme Managers from government departments (such as Correctional Services, Education, Finance, Health, Justice, SASSA, Social Development, South African Police Services); Civil society sector representatives, WC PAC secretariat; Developmental partners and Donors.	17 - 30 August 2020
4	Data Analysis	Data analysis and Report production	30 Aug 2020 – 05 Sept 2020
5	* 1st Draft Report	Qualitative analysis using ATLAS ti of data from the key informant interviews and focus group discussions pertaining to each of the eight NSP goals. Quantitative analysis of data from programme data, survey data and from the Thembisa model among other sources. Writing of first draft report synthesizing information from data analysis stage. A template is be shared with the consultant during the inception meeting.	6September 2020
6	*Oral presentations of results	Lead consultant to make an oral presentation at three stakeholder meetings, one of which is for senior management and principals of the WC PCA.	10 September 2020
7	First Draft MTR report	Submit First Draft MTR report to SANAC Secretariat	14 September 2020
8	*Final Mid-Term report *Annexes to the final report *A PowerPoint presentation of final results *Records of qualitative and quantitative data	Incorporates the inputs from the stakeholder consultative meetings and Evaluation Task Team. The Evaluation Task team will approve the quality of the report. If further review is needed, it will be discussed. Annexes to the final report will include list of data sources and stakeholders consulted during the review process and as agreed upon during the Inception meeting.	18 September 2020

The mid-term evaluation is to be guided by the Utilisation Focused Evaluation (UFE) approach. is the WC PCA expecting that the consultant(s) will propose a suitable design and rigorous methodology that will adequately address the evaluation questions. The consultant will triangulate data collected via, but not limited to, focus group discussions/meetings, key informant interviews and desktop review of secondary programmatic data, survey data and other relevant epidemiological data. The final approach, design and methodology proposed by the consultant(s) is to be approved by the MTR Task Team during the Inception meeting.

## 5. MTR DELIVERABLES AND TIMEFRAMES

Table 1 below indicates the deliverables and proposed timeframes for the MTR. The reviewer/evaluation team may propose alternative deadlines but ensure that the submission of final deliverables, is 18 September 2020. The assignment is expected to be for 31 days. Hence, the consultant(s) should be available immediately. The Inception report is required a week after the Inception meeting.

## 6. MANAGEMENT OF THE MTR

The consultant/ organisation will report to the WC PCA Head of Secretariat. The WC PCA will establish an MTR Task Team to participate in overseeing and managing the evaluation processes. The MTR task team is a team of M&E experts and stakeholders from the government departments, Civil Society Forum representatives and representatives from key developmental partners. It will review and approve the main MTR deliverables (see table 1). The Monitoring and Evaluation secretariat from the Western Cape Provincial AIDS Council will provide administrative support in the preparation of the evaluation.

The consultant/ organisation will bring independent and objective perspective as well as technical expertise within the HIV/AIDS sector, and evaluation. Additionally, the consultant/consulting will be the primary author of the evaluation report and updating of the PIP.

## 7. MTR QUALITY AND ETHICAL STANDARDS

The consultant should adhere to evaluation standards and applicable practices outlined in the Terms of Reference. Relevant evaluation standards include:

- i. **Utility:** The report must be useful.
- ii. **Feasibility:** Must be realistic, diplomatic and managed in a sensible, cost effective manner.
- iii. **Ethics and legality:** The review must be conducted in an ethical and legal manner, with regard for the welfare of those involved in and affected by the evaluation, with attention to safeguarding the rights and confidentiality of all stakeholders.
- iv. **Transparency:** Evaluation activities should reflect an attitude of openness and transparency.

- v. **Accuracy:** The review should be technically accurate, providing enough information about data collection, analysis and interpretation methods so that its worth or merit can be determined.
- vi. **Participation:** Stakeholders should be consulted and meaningfully involved in the evaluation process when feasible and appropriate.
- vii. **Impartiality and independence:** Evaluations should be impartial, providing a comprehensive and unbiased assessment that considers the views of all stakeholders

## 8. QUALIFICATIONS AND EXPERIENCE

Selection of the consultant/ consulting organisation prioritises on the qualifications and experience outlined below:

- i. Demonstrate experience leading or conducting evaluations on HIV, TB and STIs.
- ii. Knowledge of HIV, TB and STIs programme management and proven ability to provide strategic recommendations to key stakeholders.
- iii. Strong knowledge of the South African HIV, TB and STI epidemic and national response; the legislative, and policy environment including the National Strategic Plan on HIV, STIs and TB (2017-2022) and SANAC's mandate.
- iv. Strong analytical skills and ability to synthesise and present findings, draw conclusions, make pragmatic recommendations and prepare well-written reports in a timely manner.
- v. Demonstrated capacity to work independently and in a team.
- vi. Immediate availability for the period indicated.

## 9. SUBMISSION OF PROPOSALS

There will not be a briefing meeting for this call for proposals. However, questions for clarity on the TOR can be submitted via email to [proposals@nacosa.org.za](mailto:proposals@nacosa.org.za) before 10:00 on **28 July 2020**. Questions will be addressed comprehensively in writing and placed on the NACOSA website by **29 July 2020**. **No telephonic enquiries will be accepted.**

Proposals are due to [proposals@nacosa.org.za](mailto:proposals@nacosa.org.za) by 14:00 on **31 July 2020**. Late submissions will not be considered. **Please ensure the subject line reads: "Application – Mid-Term Review of the Western Cape Provincial Implementation Plan"**.

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

- i. The service provider's profile, including:
  - Registration number (if applicable),

- Three contactable references and two samples of work,
  - BBBEE status (if applicable),
  - VAT registration (if applicable)
- i. A two-page expression of interest clearly summarising interest and experience as it pertains to the evaluation.
  - ii. Curriculum vitae of the consulting individual or the individual within the team leading the evaluation, including reference details of previous clients and list of previous work on evaluations and or large-scale surveys;
  - iii. Evaluation proposal, of no more than 10 pages, which include evaluation plan, a brief outline of proposed methodology and the following:
    - Description of their understanding of the background and purpose of the evaluation. This should include any other information that conveys the consultant’s unique understanding of the evaluation;
    - Full details of how the evaluation will be managed and what management and technical structures are in place and will be put in place;
    - A detailed budget, which is reasonable and consistent with the evaluation’s design and schedule of project activities;
    - Evidence that the Consultant will be able to provide key personnel including appropriate technical, field, managerial and financial staff to execute the study including interviewers, translators, data capturers, as well as quality control measures;
  - iv. One example of an evaluation report most similar to that described in the Terms of Reference.
  - v. 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. NACOSA reserve the right to reject any proposal which, in NACOSA’s opinion, gives rise, or could potentially give rise to, a conflict of interest.
  - vi. Disclosure - Legal Matters: The bidder must disclose:

If they or any of their partners/associates are or have been the subject of any proceedings or other arrangement relating to bankruptcy, insolvency or financial standing.

If they or any of their partners/associates are or have been have been convicted of any offence concerning professional misconduct.

If they or any of their partners/associates are or have been have been convicted of, or are the subject of any proceedings, relating to:

- Participation in criminal organisation.
- Corruption including the offence of bribery.
- Fraud including theft, and not fulfilling any obligations relating to payment of taxes.
- Money laundering.

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

## **10. AWARDING OF THE CONTRACT**

The WC PCA and NACOSA will award the contract by 07 August 2020.

The WC PCA Secretariat and NACOSA will select the service provider. The selection committee reserves the right to request any, or all, of the bidders to meet to clarify their proposal.

The Committee is not bound to accept the lowest or any proposal.

The proposal will be evaluated against the provided review matrix.

The Committee may, entirely at its discretion, decide to –

- Award contracts to different bidders for different sections of the scope of work.
- Award contracts for particular sections of the scope of work, but invite new proposals for other sections of the work;
- Delay the award contracts for certain sections of the scope of work (considering, inter alia, timing of funding availability).
- Make award of contracts subject to such conditions as NACOSA may determine at the stage of
- awarding the contracts.

## **11. ADMINISTRATION REQUIREMENTS**

### **a. Intellectual Property**

- The intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in the **WC Office of the Premier OTP** in electronic and hard copies;
- Materials and products may not be made available to any unauthorised person or institutions or sold for profit without prior written consent from OTP;
- On compensation or termination of the agreement, all materials and products must be handed over to OTP;
- No media release concerning the tender or any other information relating to the tender, or concerning the award of the tender may be made by the tenderer without prior consultation and written approval from OTP;
- All the raw data collected either electronically, or in hard copies must be submitted to OTP upon completion of the work.

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