

**TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDERS TO CONDUCT TRAINING OF HEALTH WORKERS ON HUMAN RIGHTS AND MEDICAL ETHICS IN ALL NINE (9) PROVINCES OF SOUTH AFRICA FUNDED BY THE GLOBAL FUND UNDER THE NATIONAL DEPARTMENT OF HEALTH**

**REQUEST FOR PROPOSALS**

**BID NO: IHPS2022 – TRAINING/NDoH02**

<p><b>Background</b></p>	<p>The Institute of Health Programs and Systems (IHPS) is a South African non-profit company (NPC) born out of the ICAP at Columbia University PEPFAR/ CDC Track 1 transition in 2010 with a mission to strengthen health and development systems through program implementation and partnerships and a vision to achieve optimal and sustainable health and development outcomes. IHPS is one of the five sub-recipients (SRs) of the National Department of Health (NDoH) appointed to implement Global Fund TB/HIV programs from the 01 April 2022 to 31 March 2025. The NDoH has appointed IHPS to request proposals from suitable, experienced and registered service providers on its behalf.</p>
<p><b>Introduction</b></p>	<p>South Africa has been a recipient of the Global Fund grant since 2003 and substantial progress has been made in dealing with the dual TB and HIV epidemics affecting the country. In the current funding cycle, the Global Fund has made funds available to implement TB/HIV activities from the 1st of April 2022 to the 31st of March 2025. The funding aims at addressing challenges faced at the programmatic and operational levels that hinder finding missing Tuberculosis patients and thus working towards eliminating Tuberculosis in South Africa by 2035.</p> <p>South Africa's legal framework is guided by a progressive Constitution and Bill of Rights, which guarantees a broad range of civil, political, cultural, and socioeconomic rights. This includes the rights to equality and non-discrimination, privacy, dignity, freedom and security of person, access to health care and access to justice. The Government of South Africa has also signed the International Covenant on Economic, Social and Cultural Rights (ICESCR). In this way, the Government has reaffirmed its commitment to achieving socio-economic justice in South Africa. This includes ensuring access to health care services for all.</p> <p>Research has shown that human rights and gender-related barriers have a compounding effect on the spread of HIV, STIs and TB, increasing vulnerability; and create challenges for access to services. These human rights and gender-related barriers include stigma (including self-stigma), discrimination and human rights violations against people living with HIV, people with TB, and key and vulnerable populations; the silence and moral lens on sex and sexuality; gender inequality, harmful gender norms and gender-based violence; punitive and/or discriminatory laws and policies; limited understanding of the rights of key and vulnerable populations, limited access to redress and justice for rights violations, as well as socio-economic inequality.</p> <p>The Global Fund for AIDS, TB and Malaria grant has made funds available to scale-up and strengthen training of health workers on human rights and medical ethics related to HIV and TB for health care providers in the New Funding Model (NFM3) grant.</p>
<p><b>Scope of work</b></p>	<p>IHPS in partnership with NDoH seeks to appoint accredited registered service providers to conduct trainings aimed at reducing Human Rights related barriers to HIV/TB services as well as medical ethics, targeting all health workers which will include doctors, all categories of nurses, and other support staff (e.g., security guards, cleaners) in all 9 provinces.</p> <p>The aim is to scale-up training of health workers on human rights and medical ethics related to HIV and TB. It will include in-person training, monitoring, and mentorship of trainers. Training of trainers will be followed by support for cascaded training of health workers through a multi-sectoral partnership with government and strengthened co-ordination and accountability.</p> <p>The training aligns with the goal 5 of the NSP, which aims to ground the response to HIV and TB in human rights principles and approaches, including to reduce stigma associated with HIV and TB and ensure equal treatment for all, to achieve accelerated prevention, access and adherence to treatment and care for all, leaving no-one behind, in order to end AIDS and TB.</p>

	<p>The deliverables of the appointed service providers are as follows:</p> <ul style="list-style-type: none"> <li>▪ Conduct skills audit for health workers who are trained and those not trained on human rights and medical ethics related to HIV and TB in 9 provinces in collaboration with the regional training centres.</li> <li>▪ Development of training manuals/training toolkit in collaboration with other stakeholders.</li> <li>▪ Organize and conduct training of health workers which will include doctors, all categories of nurses, and other support staff (e.g., security guards, cleaners) in collaboration with the regional training centres and other stakeholders.</li> <li>▪ Develop an electronic web-based database to capture all trainings conducted and details of all participants.</li> <li>▪ Conduct pre and post training assessment for all participants.</li> <li>▪ Submit training reports on a monthly and quarterly basis to relevant Global Fund stakeholders.</li> </ul>
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<b>Details of the training</b>	<b>Training Course</b>	<b>Number of participants</b>	<b>Number of Days</b>	<b>Proposed Dates</b>
	Reducing human rights related barriers to HIV/TB Services and Medical ethics, targeting all health workers	A minimum of 19 502 in all 9 provinces (Prioritizing the 12 Global Fund TB priority districts (Eastern Cape Province: OR Tambo district Gauteng Province: Johannesburg Health District and Ekurhuleni Health District KwaZulu-Natal Province: eThekwin Metro Mpumalanga Province: Ehlanzeni District Western Cape Province: Cape Town Metro Eastern Cape Province: Buffalo City KwaZulu-Natal Province: UGu District and King Cetshwayo District Northern Cape: Francis Baard Northwest: Dr. Kenneth Kaunda Eastern Cape: Amathole).	3 days per training	December 2022-March 2025

<b>Mandatory Requirements</b>	<ul style="list-style-type: none"> <li>▪ Company Registration Documents</li> <li>▪ Latest updated Company Profile</li> <li>▪ SARS tax PIN/Tax Compliance Letter</li> <li>▪ VAT Registration Letter ("VALUE ADDED TAX Notice of Registration") available on e-Filing for all expenditure more than R1 million.</li> <li>▪ B-BBEE certificate: level 1 – Level 3 (Bidders from Level 4 and above will not be considered)</li> <li>▪ Signed Global Fund Code of Conduct for Suppliers of Services</li> <li>▪ SBD4, SBD8, SBD9</li> <li>▪ Proof of CSD Registration</li> </ul>
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<p><b>Technical Requirements</b></p>	<ul style="list-style-type: none"> <li>▪ Registration with Health and Welfare Sector Education and Training Authority (HWSETA) that will issue Statement of Results (SOR) is an added advantage.</li> <li>▪ Formal training and qualification/s in the subject content to be covered during the relevant training.</li> <li>▪ Knowledge and understanding of the Human Rights and Medical Ethics.</li> <li>▪ Have relevant personnel who are trained and have the expertise on human rights issues (the service provider/s should be able to demonstrate the competence of the facilitators to be used for the training sessions).</li> <li>▪ Comprehensive Curriculum Vitae (CV) of facilitator(s) with a minimum of 3 years of professional work experience in high-level training methodologies and approaches.</li> <li>▪ Training approach/methodological approach.</li> <li>▪ Experience and understanding of the GF funding modality and the management of donor grants both international and local donor grants.</li> <li>▪ Prior experience in delivering similar GF grant trainings on human rights will be preferable.</li> <li>▪ Experience and knowledge working with the department of health including regional training centers and other relevant government departments.</li> <li>▪ Experience in mentoring organizations is an added advantage.</li> <li>▪ Be able to accommodate local languages in line with all 9 provinces and be culturally oriented.</li> <li>▪ The training should be completed by the stipulated time periods.</li> <li>▪ Have a training plan that demonstrates how they will carry out the trainings.</li> <li>▪ Have a monitoring and evaluation framework that details how they will follow up and measure progress with end-user training.</li> <li>▪ Have a quality assurance plan.</li> <li>▪ Have the necessary equipment's to carry out virtual training if it becomes necessary.</li> <li>▪ Ability to provide learners with appropriate learning materials (print and distribute learning materials) for the above training area.</li> <li>▪ Able to submit completed or signed attendance registers for all trainings.</li> </ul>																																				
<p><b>Financial proposal/offer</b></p>	<p>The PPPFA point system will be applied based on the 80/20 rule. Therefore, bidders are advised to submit their BBBEE certificates Level 1 or 2 to maximize the score.</p> <ul style="list-style-type: none"> <li>▪ Provide a breakdown of professional fees/cost structure for services to be rendered.</li> <li>▪ The cost should be in South African ZAR inclusive of all costs.</li> <li>▪ B-BBEE certificate: level 1 or 2 (Bidders from Level 3 and above will not be considered)</li> </ul> <p><b>Price Schedule</b></p> <table border="1" data-bbox="279 1456 1476 1803"> <thead> <tr> <th>Description</th> <th>Quantities</th> <th>Unit Cost</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Facilitator Fee</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Training Materials (Manual)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Participants Certificates</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Training report</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Travel</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Accommodation (if applicable)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other (specify)</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Proposal and Budget Submission Guideline:</b></p> <p>The service provider shall submit a technical inception report outlining how their training package meets the requirement, how they are going to carry out the training, and how they intend to follow</p>	Description	Quantities	Unit Cost	Total	Facilitator Fee				Training Materials (Manual)				Participants Certificates				Training report				Travel				Accommodation (if applicable)				Other (specify)				<b>Total</b>			
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up on their trainees to ensure training takes place. In addition to the proposal, a budget for the entire project must be submitted. The budget submission will be guided as follows:

- a. Excel Budget (including travel and other costs with budget notes).
- b. Ensure that the budget is aligned to the scope of work and includes all costs required to carry out the project, including daily rates and any other costs.
- c. Provide budget notes for each budget line item in a space labelled "budget notes".

<b>Evaluation Criteria</b>	<ul style="list-style-type: none"> <li>▪ <b>First Phase – Mandatory Requirements (BIDDERS WHO DO NOT MEET THE REQUIREMENTS WILL BE DISQUALIFIED AUTOMATICALLY)</b></li> <li>▪ Second Phase - Technical Evaluation</li> <li>▪ Third Phase - Presentation</li> <li>▪ Fourth Phase - Financial Evaluation (80/20 will apply)</li> </ul>	
<b>Technical Evaluation</b>	<p><b><u>Technical Skills and profile of TSP</u></b>            Number of years in the Human Rights / Medical Ethics training (10 years and above) = 20 Points            Number of years on in the Human Rights/Medical Ethics (8 years) = 15 points            Number of years on in the Human Rights/Medical Ethics (3 years) = 10 points</p>	20
	<p><b><u>Training material development experience</u></b>            Excellent written and oral English</p>	15
	<p><b><u>Demonstrated clear understanding and knowledge of Human Rights with contactable written references</u></b></p> <ul style="list-style-type: none"> <li>▪ Three or more references = 15</li> <li>▪ Two references = 10</li> <li>▪ One reference = 5</li> </ul>	15
	<p><b><u>Demonstrated clear understanding and knowledge of Medical Ethics in the work place</u></b></p> <ul style="list-style-type: none"> <li>▪ Three references or more = 15</li> <li>▪ Two references = 10</li> <li>▪ One reference = 5</li> </ul>	15
	<p><b><u>Training methodology</u></b></p> <ul style="list-style-type: none"> <li>▪ Detailed methodology &amp; Workplan with clear time frames &amp; aligned to the scope of work=15</li> <li>▪ Methodology &amp; workplan = 10</li> <li>▪ Generic methodology &amp; Workplan = 5</li> <li>▪ Unrelated methodology = 0</li> </ul>	15
	Presentation	20
	<b>Total Functionality</b>	100

**Bidders obtaining less than 60 points out of 80 points of technical evaluation will be disqualified.**

Applicants are requested to submit their application and copies of relevant Bid documents by e-mail to the following address: [procurement@ihps-sa.org](mailto:procurement@ihps-sa.org) or be hand-delivered/ couriered to: IHPS, 7 Syringa, 1 Leeuwkop road, Sunninghill, Johannesburg.

Price	80
BBBEE	20
Total Price & BBBEE	100

N.B. All Service providers must quote per province (for clear costing)

Closing Date: The deadline for the submission of application is 23 November 2022@16H00