



REQUEST FOR PROPOSALS (RFP)

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A TRAINING MANUAL TO ADDRESS IDENTIFIED KNOWLEDGE GAPS AND BUILD CAPACITY FOR EFFECTIVE TB SOCIAL BEHAVIOURAL CHANGE COMMUNICATION STRATEGY IMPLEMENTATION.

RFQ Number	RFP No.: NDoH001-11-11-24
Date of Issue	11 November 2024
Closing Date & Time	27 November 2024 at 10:00 am
Contact Details	For submission of quotations or any other enquiries: Email: requisitions@ihps-sa.org (Please use RFQ no. as subject reference)
IHPS Business Hours	08:00 – 16:00

INVITATION FOR QUOTATION

The IHPS hereby invites the submission of proposals for the appointment of a service provider to develop a training manual to address identified knowledge gaps and build capacity for effective tb social behavioural change communication strategy implementation.

PURPOSE

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 Subrecipients (SRs) of the National Department of Health (NDoH) appointed to implement Global Fund TB/HIV programmes from the 01 April 2022 to 31 March 2025.

IHPS on behalf of NDoH requests proposals from suitable and experienced consultants to help develop a Social Behavioural Change Communication (SBCC) training manual to build capacity for the implementation of the South African Tuberculosis SBCC Strategy among all the relevant stakeholders including government TB, TB Cluster Advocacy, Communication, and Social Mobilization (ACSM), HIV and AIDS / STI / TB (HAST), and Health promotion co-ordinators/managers, and implementing partners in South Africa.

BACKGROUND

Tuberculosis (TB) is a preventable and typically curable infectious disease. Despite this, in 2022 it remained a leading cause of death worldwide from a single infectious agent, second only to coronavirus disease(COVID-19), and caused almost twice as many deaths as HIV/AIDS. South Africa is part of thirty high TB burden countries which accounted for 87% of the world's TB cases in 2022, and the incidence within the population of 60 million people was estimated at 280,000 (468 per 100,000 population) in 2022. Inadequate testing of people living with TB, high loss-to-follow-up (both initially and after treatment initiation), and low treatment adherence have been identified as some of the priority problem areas (World Health Organization, 2023).

To address these challenges the National Strategic Plan (NSP) for HIV, TB and STIs 2023-2028 emphasizes person-centred and family-centred care which moves the program closer toward community-based care. The NSP prioritizes scaling-up testing for those at highest risk, regardless of symptoms, including people living with HIV and people exposed to TB (such as household contacts) or those recently treated for TB. Preventive strategies will also be prioritized. The NSP aims to create demand for TB testing and treatment services and strengthen linkage to TB care, ensure that TB patients access high-quality treatment and support, and ensure that TB patients are retained in care through advocacy & communication.

In line with this, the South African TB SBCC Framework was developed to guide the design and implementation of rights- and gender-based TB social behavioural change communication interventions in South Africa for 2023 – 2028. The Framework provides guidance for effective communication that improves TB knowledge levels, supports improved health-seeking behaviours, reduces TB stigma, and encourages stronger rights- and gender-based health sector response to TB in South Africa (SANAC, 2022).

As part of the National TB SBCC efforts, the TB Cluster ACSM team, as well as the National Department of Health (NDoH) Communications team with funding from the Global Fund will implement the **End TB Campaign** which will include implementation of comprehensive SBCC interventions and packages. In preparation for implementation of these SBCC activities, a provincial needs assessment is currently being conducted to ascertain the varying SBCC capacity of the provinces. The findings will guide how the ACSM team and SBCC lead can best support provincial implementation efforts.

OBJECTIVES

The consultant will:

- Develop a comprehensive, tailored training manual to strengthen the SBCC capacity of provincial health offices and partners, addressing needs identified in the assessment.
- Design a structured training flow to facilitate effective learning and application of SBCC strategies for TB prevention and care.
- Pilot the manual in Gauteng Province, updating it based on feedback from the pilot.

DELIVERABLES

The consultant will provide:

- A draft training manual for initial review by the TB SBCC lead and ACSM unit.
- A refined manual, updated after testing with similar end users.
- A final training manual incorporating all feedback.
- A workshop flow document, including session plans, required materials, and facilitator notes.
- An end-of-workshop assessment tool to evaluate participant learning outcomes.

SCOPE OF WORK

The consultant will:

- Review the needs assessment data to understand the current capacity, gaps, and areas for improvement in SBCC strategy implementation at the provincial level.
- Collaborate with the ACSM unit to develop training objectives that accurately reflect the priorities of the SBCC strategy.
- Design a training manual that addresses the outlined training objectives and includes the following components:

- Background information on TB and the importance of SBCC in TB control from a global perspective and the South African context.
 - Fundamentals of SBCC, including theory, principles, and best practices.
 - Previous South African TB SBCC campaigns- describing their approach, the weaknesses and strengths of the campaigns, and their impact and lessons that can be drawn from these.
 - Customized training modules that address the specific gaps identified in the needs assessment. The content must be tailored according to the role/ cater to all the different roles the implementers play along the TB SBCC continuum in South Africa.
 - Interactive and practical activities that reinforce learning and encourage participant engagement.
 - Case studies and examples relevant to the South African context.
 - Guidelines for implementing SBCC strategies at the provincial level.
 - A workshop flow that outlines session breakdowns, timings, and responsible parties to ensure a smooth and effective delivery of the training content.
 - Create an end-of-workshop assessment tool to measure participants' understanding and capacity to apply the SBCC strategies in their work.
- Pilot the training manual in one workshop session with a similar target audience as the intended end-user and revise the content based on feedback.

TIMEFRAME

The assignment is expected to be conducted from December 2024 to February 2025, spanning a total of 3 months at a level of effort not more than 35 days.

Specific Task	LOE (# of days)
Inception Meeting and Report	1
Reviewing The Needs Assessment Data and Submitting Recommendations for SBCC Training	5
Develop Objectives and An Outline for The Training Manual	1
Draft The Training Manual	20
Pilot The Training Manual	3
Revise The Training Manual	5
Total	35

REFERENCES

- SANAC. (2022). *National Strategic Plan for HIV, TB and STIs 2023-2028*. <https://sanac.org.za/wp-content/uploads/2023/05/SANAC-NSP-2023-2028-Web-Version.pdf>
- World Health Organization. (2023). *Global tuberculosis report 2023*. World Health Organization. <https://iris.who.int/bitstream/handle/10665/373828/9789240083851-eng.pdf?sequence=1>

EVALUATION AND SELECTION CRITERIA

A four-stage evaluation process will be employed. In stage 1 (Compliance), all bids received will be checked for compliance with bid requirements. Only bidders who meet all the criteria for compliance with bid requirements will proceed to stage 2 (Technical Evaluation).

Bidders who obtain 60 points and above out of 80 points in stage 2 will proceed to stage 3 (Presentation), which will be out of a total of 20 points. Points scored in stage 2 and 3 will be combined to give a total score out of 100 points. Bidders who obtain a combined score of 75 points and above out of 100 points will proceed to stage 4. Stage 4 will be financial evaluation (price and specific goals).

STAGE 1: COMPLIANCE

Bidders must comply with the set of compliance requirements listed below and MUST submit evidence to be considered for evaluation. Failure to submit evidence will lead to immediate rejection of the proposal.

STAGE 1 EVALUATION

- Central Supplier Database Registration Report (not older than 3 months).
- Company profile which includes the company organogram/structure.
- Signed GF Code of Conduct for Suppliers (Sign on first page and initial other pages).
- SBD4, SBD6.1, SBD8, SBD9 (Completed and signed)
- South African entity registration documents, i.e., CIPC, NGO, NPO, NPC, etc.
- Valid B-BBEE certificate or affidavit.
- Valid SARS Tax Compliance Status Pin.

STAGE 2: FUNCTIONALITY

Table:1 Technical Assessment

EVALUATION CRITERIA	DESCRIPTION	POINTS BREAKDOWN	WEIGHT
1. QUALIFICATIONS AND EXPERIENCE			40
1.1 Academic Qualifications	A minimum of a Master's degree in Public Health, Health Communication, Education, or related fields.	<ul style="list-style-type: none"> - Master's degree: 20 points - Bachelor's degree: 5 points 	20
1.2 Relevant Work Experience	Minimum of 5 years' experience in developing SBCC training materials for public health initiatives.	<ul style="list-style-type: none"> - More than 5 years: 10 points - 3 to 5 years: 7 points - 1 to 2 years: 4 points 	20
2. PAST PERFORMANCE AND REFERENCES			10
2.1 References from Similar Projects	Positive references from previous clients on similar projects	<ul style="list-style-type: none"> - 3 or more positive references: 10 points - 1 or 2 positive references: 7 points - No relevant references: 0 points. 	10

3. TECHNICAL APPROACH AND METHODOLOGY			50
3.1 Understanding of TOR and Approach	Clear understanding of the TOR, objectives, and approach for developing the manual.	<ul style="list-style-type: none"> - Comprehensive understanding and clear approach: 20 points - Good understanding with minor gaps: 15 points - Partial understanding: 10 points 	20
3.2 Training Design and Innovation	Training manual design incorporating SBCC theory, practical elements, and innovation.	<ul style="list-style-type: none"> - Strong, innovative design with practical elements: 20 points - Good design but lacking innovation: 15 points - Basic design: 10 points 	20
3.3 Timeframe and Work Plan	Detailed work plan aligned with the 35-day timeline.	<ul style="list-style-type: none"> - Detailed plan with clear milestones: 10 points - Good plan but lacking detail: 5 points - Vague plan: 0 point 	10

NOTE: BIDDERS MUST OBTAIN A MINIMUM SCORE OF 75 POINTS OUT OF 100 POINTS ON STAGE 2 AND STAGE 3 (TECHNICAL EVALUATION AND PRESENTATION) TO BE CONSIDERED FOR EVALUATION IN STAGE 4 (PRICE AND SPECIFIC GOALS). POINTS SCORED IN STAGE 2 AND STAGE 3 WILL NOT BE CONSIDERED IN STAGE 4.

THE BIDDER IS RESPONSIBLE FOR CLEARLY INDICATING THE DOCUMENTS USED TO ADDRESS EACH CRITERION IN STAGE 2.

STAGE 4: PREFERENCE POINTS SYSTEM 80/20

- The final award of this bid will be based on the Preference Points System where 80 is for Price and 20 for the Specific Goals.
- SBD 6.1 must be submitted to claim points for the Specific Goals. Additional information may be requested to verify points claimed for the Specific Goals.
- Price must be in South African currency and must be inclusive of VAT.
- Service Providers are further requested to indicate their price in all elements listed in their pricing schedule (no hidden costs/ unknown costs will be accepted).
- Price will be evaluated based on 80 points and applicable formula of calculating points.

SUBMISSION GUIDELINES

Service Providers with experience in developing SBCC training materials for public health initiatives are encouraged to submit detailed proposals addressing the evaluation criteria. Proposals should encompass:

- Detailed CV highlighting relevant experience.
- A brief proposal outlining the approach to developing the training manual, including a timeline and budget.
- Samples or case studies of previous work in training material development.

SUBMISSION DEADLINE: 27 NOVEMBER 2024 @12:00PM

Completed proposals must be emailed to requisitions@ihps-sa.org, and the subject line must be **"RFP No.: NDoH001-11-11-24 APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A TRAINING MANUAL TO ADDRESS IDENTIFIED KNOWLEDGE GAPS AND BUILD CAPACITY FOR EFFECTIVE TB SOCIAL BEHAVIOURAL CHANGE COMMUNICATION STRATEGY IMPLEMENTATION"**

FINANCIAL OFFER

Interested parties should propose their daily fees in South African Rand (ZAR), inclusive of VAT and Income Tax as per Government policy. The submitted budget will be considered based on the consultant's proposed scope of work and prevailing market rates.

OTHER TERMS AND CONDITIONS

The supplier/ service provider shall under no circumstances offer, promise, or make any gift, payment, loan, reward, inducement, benefit, or other advantage, which may be construed as being made to solicit any favour, to any IHPS employee or its representatives.

Such an act shall constitute a material breach of the Agreement and the IHPS shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

A validity period of 30 days will apply to all proposals except where indicated differently on the proposal.

No goods and/or services should be delivered to the IHPS without an official IHPS purchase order. An IHPS purchase order number must be quoted on the invoice. Invoices without an IHPS purchase order numbers will be returned to supplier.

IHPS reserves the right to appoint or cancel the RFP, and the continuity of the work published is subject to the availability of funding.