



KZN GLOBAL FUND SUPPORTED PROGRAMME

REQUEST FOR PROPOSAL NUMBER: GF098/11/2017

REQUEST FOR PROPOSAL DESCRIPTION: A CONSULTANT TO CONDUCT A PROCESS EVALUATION OF HIV TESTING SERVICES COMPONENT OF THE GLOBAL FUND YOUNG WOMEN AND GIRLS PROGRAMME IMPLEMENTED IN 10 SA DISTRICTS.

SUBMISSION OF PROPOSALS:

Hand delivered to:

Ms. Nolwazi. Maduma
145 Treasury House
Chief Albert Luthuli Street
Pietermaritzburg
KwaZulu-Natal

Clearly marked with the following on sealed envelope

Ref: GF098/11/2017: Consultant to conduct process evaluation of HIV Testing service component of The Global Fund Young Women and Girls programme implemented in ten (10) districts in South Africa

Applications will only be accepted from legally registered organizations and individuals in possession of valid South African Identification or valid work permits if foreign nationals.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Contact Person: Ms Nolwazi Maduma

Tel: 033-260 7815

E-mail address: nolwazi.maduma@kzntreasury.gov.za

Contact Person: Ms Siresha Moodley

Tel: 033-260 7815

E-mail address: siresha.moodley@kzntreasury.gov.za

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mrs Esther Mungai

Tel: 033-260 7807

E-mail address: esther.mungai@kzntreasury.gov.za

***PLEASE NOTE THAT THIS PROPOSAL IS SUBJECT TO THE KZN GLOBAL FUND SUPPORTED
PROGRAMME'S SUPPLY CHAIN MANAGEMENT POLICY.***

DOCUMENTATION TO BE SUBMITTED WITH PROPOSAL

SECTION A: INVITATION TO PROPOSAL.....	3
SECTION B: SPECIAL INSTRUCTIONS AND NOTICE TO BIDDERS REGARDING THE COMPLETION OF PROPOSAL DOCUMENTS.....	5
SECTION C: LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS	6
SECTION D: REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIERS DATABASE	7
SECTION E: DECLARATION OF INTERESTS, BIDDER’S PAST SCM PRACTICES AND.....	8
SECTION F: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011	15
SECTION G: PROPOSAL PRICE.....	19
SECTION H: EVALUATION PROCESS.....	ERROR! BOOKMARK NOT DEFINED.
SECTION I: OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE.....	ERROR! BOOKMARK NOT DEFINED.
SECTION J: TAX COMPLIANCE STATUS	ERROR! BOOKMARK NOT DEFINED.
SECTION K: AUTHORITY TO SIGN A PROPOSAL	ERROR! BOOKMARK NOT DEFINED.
SECTION L: CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT.....	ERROR! BOOKMARK NOT DEFINED.
ANNEXURE A: TERMS OF REFERENCE.....	28

SECTION A: INVITATION TO PROPOSAL

YOU ARE HEREBY INVITED TO PROPOSAL FOR REQUIREMENTS OF THE KZN GLOBAL FUND SUPPORTED PROGRAMME (KZN-GFSP):

PROPOSAL NUMBER: GF098/11/2017 CLOSING DATE: 11th January 2018 TIME: 16.00PM

DESCRIPTION OF GOODS/ SERVICES: A CONSULTANT TO CONDUCT A PROCESS EVALUATION OF HIV TESTING SERVICES COMPONENT OF THE GLOBAL FUND YOUNG WOMEN AND GIRLS PROGRAMME IMPLEMENTED IN 10 DISTRICTS IN SOUTH AFRICA

CONTRACT PERIOD: 5 MONTHS

VALIDITY PERIOD: 30 DAYS

PROPOSAL DOCUMENTS MAY BE HAND DELIVERED TO KWA-ZULU NATAL PROVINCIAL TREASURY OFFICES SITUATED AT (STREET ADDRESS)

Ms. Nolwazi. Maduma
145 Treasury House
Chief Albert Luthuli Street
Pietermaritzburg
KwaZulu-Natal

Bidders should ensure that proposals are delivered timeously to the correct address. If the proposal is late, it will not be accepted for consideration.

The office is generally open from 07h30 to 16h15, Monday to Friday, excluding Public Holidays.

ALL PROPOSALS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

**THE FOLLOWING PARTICULARS MUST BE FURNISHED:
(FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING DISQUALIFIED)**

NAME OF BIDDER:.....

POSTAL ADDRESS:

PHYSICAL ADDRESS:

TELEPHONE NUMBER: DIALLING CODE.....NUMBER.....

CELLPHONE NUMBER:

FACSIMILE NUMBER: DIALLING CODE:NUMBER.....

E-MAIL ADDRESS:

VAT REGISTRATION NUMBER:

NATIONAL TREASURY CENTRAL SUPPLIERS' DATABASE NUMBER OF BIDDING ENTITY:

.....

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? YES or NO

IF YES, PLEASE INDICATE WHO ISSUED THE CERTIFICATE.

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT, (CCA).	YES/NO
A VERIFICATION AGENCY ACCREDITED BY SANAS.	YES/NO
A REGISTERED AUDITOR.	YES/NO

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY
FOR PREFERENCE POINTS FOR B-BBEE)**

SIGNATURE OF BIDDER:

DATE:

CAPACITY UNDER WHICH THIS PROPOSAL IS SIGNED

TOTAL PROPOSAL PRICE:

SECTION B: SPECIAL INSTRUCTIONS AND NOTICE TO BIDDERS REGARDING THE COMPLETION OF PROPOSAL DOCUMENTS

PLEASE NOTE THAT THIS PROPOSAL IS SUBJECT TO THE SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK OF KZN GLOBAL FUND SUPPORTED PROGRAMME.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and vice versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the proposal forms be retyped or redrafted. Photocopies of the original proposal documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy him/herself that none are missing or duplicated.
4. Proposals submitted must be complete in all respects.
5. Proposals shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the proposal documents.
6. Each proposal shall be addressed in accordance with the directives in the proposal documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the proposal number and closing date indicated on the envelope. The envelope shall not contain documents relating to any proposal other than that shown on the envelope. If this provision is not complied with, such proposals may be rejected as being invalid.
7. All proposals received in sealed envelopes with the relevant proposal number on the envelope are kept unopened in safe custody until the closing time of the proposal. Where, however, a proposal is received open, it shall be sealed. If it is received without a proposal number on the envelope, it shall be opened, the proposal number ascertained, the envelope sealed and the proposal number written on the envelope.
8. No proposal sent via email will be considered if it is received after the closing date and time stipulated in the proposal documentation, and proof of posting will not be accepted as proof of delivery.
9. Proposals documents must not be included in packages containing samples. Such proposals may be rejected as being invalid.
10. Any alteration made by the bidder must be initialed.
11. Use of correcting fluid is prohibited.
12. Proposals will be opened in public as soon as practicable after the closing time of proposal.
13. Where practical, prices are made public at the time of opening proposals.
14. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

SECTION C: LIST OF ALL RETURNABLE & COMPULSORY DOCUMENTS

The Bidder shall complete and submit the following returnable schedules and documents:

Section/ Schedule	Description	Compulsory (Yes / No) Non- Submission will render Bidders non- responsive	Compulsory (Yes / No) For Proposal Evaluation Purposes	For Official Use Only		
				Yes	No	N/A
Prospective Service Providers MUST complete the following as per the proposal document:						
Section A	Particulars of the Bidder.	Yes				
	Signature of the Bidder.	Yes				
	Total Proposal Price.	Yes				
	National Treasury Central Suppliers Database Registration Number – completed.	Yes				
	A B-BBEE Status Level Verification Certificate Submitted.	Yes				
Section E	Declaration of Interests, Bidders Past SCM Practices and Independent Proposal Determination – Completed and Signed.	Yes				
Section F	Preference Points Claim Form In terms of the Preferential Procurement Regulations 2011.		Yes			
Section G	Proposal Price.		Yes			
Section H	Proposal including relevant components as indicated in relevant section		Yes			
Section K	Authority to Sign a Proposal	Yes				
Section L	Certification of Correctness - Completed and signed.	Yes				
Prospective Service Providers MUST provide the following as per the Mandatory Requirements:						
1	Proof of ownership of the bidding entity.	Yes				
2	Certified ID Documents for Directors/Shareholders/ Members/ Partners/ Sole Proprietors.	Yes				
3	A certified copy of the consortium/joint venture agreement.	Yes If Applicable				

SECTION D: REGISTRATION ON THE NATIONAL TREASURY CENTRAL SUPPLIERS DATABASE

1. In terms of the National Treasury SCM Instruction No 4 A of 2016/2017, all suppliers of goods and services are required to register on the National Treasury Central Suppliers Database, before any procurement related activities can commence.
2. If you wish to apply for online registration, use the following website, <https://secure.csd.gov.za/>.
3. The supplier/service provider must register on the National Treasury Central Supplier's Database. **FAILURE TO BE REGISTERED BEFORE THE CLOSE OF PROPOSAL THE SUPPLIERS/SERVICE PROVIDER WILL BE DISQUALIFIED.**

**SECTION E: DECLARATION OF INTERESTS, BIDDER'S PAST SCM PRACTICES AND
INDEPENDENT PROPOSAL DETERMINATION**

1. Definitions

“Bid” includes an advertised competitive bid, limited bid or request for bid.

“Bid rigging (or collusive bidding)” occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors.

“business interest” means —

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property; and
- (c) a right to remuneration or any other private gain or benefit, and includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs.

“Consortium or Joint Venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

“employee” means a person employed by the KZN-GFSP, whether permanently or temporarily.

“entity” means any —

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship.

“entity conducting business with the Institution” means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the KZN-GFSP.

“Family member” means a person’s —

- (a) spouse; or
- (b) child, parent, brother or sister, whether such a relationship results from birth, marriage or adoption.

“intermediary” means a person through whom an interest is acquired, and includes—

- (a) a person to whom is granted or from whom is received a general power of attorney; and
- (b) a representative or agent.

“Institution” means — KZN-GFSP.

“RWOPS” means —

Remunerative Work Outside the Public Service

“RFP” means —

Request For Proposal

“spouse” means a person’s —

(a) partner in marriage;

(b) partner in a customary union according to indigenous law; or

(c) partner in a relationship in which the parties live together in a manner resembling a marital partnership or customary union.

2. Any legal person, including persons employed by the Institution, or their family members, may make an offer or offers in terms of this invitation to proposal. In view of possible allegations of favouritism, should the resulting proposal, or part thereof, be awarded to persons employed by the KZN-GFSP, or to their family member, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution.
3. The proposal of any bidder may be disregarded if that bidder or any of its directors, members, employees have abused the institution’s supply chain management system, committed fraud or any other improper conduct in relation to such system, or failed to perform on any previous contract.
4. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or proposal rigging). Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
5. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
6. In addition and without prejudice to any other remedy provided to combat any restrictive practices related to proposals and contracts, proposals that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

SECTION A: DETAILS OF THE BIDDING ENTITY

A1.	Name of the Entity	
A2.	Entity registration Number (where applicable)	
A3.	Entity Type	
A4.	Tax Reference Number	
A5. Full details of directors, shareholders, members, partners, trustees, sole proprietor or any persons with a right or entitlement to share in profits, revenue or assets of the entity should be disclosed in the Table A below.		

TABLE A

FULL NAME	DESIGNATION <i>(Where a director is a shareholder, both should be confirmed.)</i>	IDENTITY NUMBER	PERSONAL TAX REFERENCE NO.	PERCENTAGE INTEREST IN THE ENTITY

SECTION B: DECLARATION OF THE BIDDER'S INTEREST

To disclose relationships between the bidding entity and persons listed in Table A and any employees of the KZN-GFSP; and to restrict business interests of its employees, the bidding entity must give the following details. An employee taking remunerative work outside public service (RWOPS) should first obtain necessary approval, failure to submit proof of such authority, where applicable, may result in the disqualification of the proposal.

B1.	Are any persons listed in Table A employees of the KZN-GFSP? <i>(If yes, complete Table B and attach "RWOPS Approval")</i>	NO	YES
B2.	Are any employees of the entity also employees of the KZN-GFSP? <i>(If yes complete Table B and attach "RWOPS Approval")</i>	NO	YES
B3.	Are any family members of the persons listed in Table A employees of the KZN-GFSP? <i>(If yes complete Table B)</i>	NO	YES

TABLE B

Details of persons connected with the bidder who are employees of the KZN-GFSP as defined should be disclosed in Table B below.

FULL NAME OF KZN-GFSP EMPLOYEE	IDENTITY NUMBER	DESIGNATION OF EMPLOYEE	RELATIONSHIP TO BIDDER**	EMPLOYEE NO./PERSAL NO. <i>(Indicate if not known)</i>

SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

To enable the prospective bidder to provide evidence of past and current performance with the Institution.

C1.	Did the entity conduct business with the KZN-GFSP in the last twelve months? (<i>If yes, complete Table C</i>)	NO	YES

C2. Table C

Complete the table below to the maximum of the last 5 contracts.

NAME OF ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT / ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

C3.	Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?	NO	YES
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C4.	Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? <i>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445.)</i>	NO	YES
C5.	If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?	NO	YES
C6.	Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?	NO	YES
SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT			
<i>The form should be signed by a duly authorised representative of the entity before a commissioner of oaths.</i>			
	I, hereby swear/affirm:		
	<ul style="list-style-type: none"> i. that the information disclosed above is true and accurate; ii. that I understand the contents of the document; iii. that the entity undertakes to independently arrive at any offer at any time to the KZN-GFSP without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to the Institution. iv. that the entity or its representative are aware of and undertakes not to disclose the terms of any proposal, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract. 		
	<hr/> <p style="text-align: center;">DULY AUTHORISED REPRESENTATIVE'S SIGNATURE</p>		

I certify that before administering the oath/affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

1.1 Do you know and understand the contents of the declaration?

ANSWER:

1.2 Do you have any objection to taking the prescribed oath?

ANSWER:

1.3 Do you consider the prescribed oath to be binding on your conscience?

ANSWER:

1.4 Do you want to make an affirmation?

ANSWER:

2. I certify that the deponent has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to/affirmed before me and the deponent's signature/thumbprint/mark was placed thereon in my presence.

.....

SIGNATURE

.....

FULL NAMES

Commissioner of Oaths

Designation (rank)ex officio: Republic of South Africa

Date:Place

Business Address:

SECTION F: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all proposals invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

The following preference point systems are applicable to all proposals:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

The value of the Proposal is estimated to exceed/not exceed R 1 000 000 (All applicable taxes included) and therefore the **90/10** system shall be applicable. Preference points for this proposal shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

The maximum point allocated for this Proposal is as follows:

	Points:
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTION	10
Total points for Price and B – BBEE must not exceed	100

2. ADJUDICATION USING A POINT SYSTEM

- ✓ The bidder obtaining the highest number of total points will be awarded the contract.
- ✓ Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- ✓ Points scored must be rounded off to the nearest 2 decimal places.

- ✓ In the event that two or more proposals have scored equal total points, the successful proposal must be the one scoring the highest number of preference points for B-BBEE.
- ✓ However, when functionality is part of the evaluation process and two or more proposals have scored equal points including equal preference points for B-BBEE, the successful proposal must be the one scoring the highest score for functionality.
- ✓ Should two or more proposals be equal in all respects, the award shall be decided by the drawing of lots.

3. POINTS AWARDED FOR PRICE

The 80/20 or 90/10 Preference Point Systems:

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

P_s = Points scored for comparative price of proposal under consideration

P_t = Comparative price of proposal under consideration

P_{\min} = Comparative price of lowest acceptable proposal

Points awarded for B-BBEE Status Level of Contribution:

In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12

5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- ✓ Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- ✓ Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- ✓ A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- ✓ A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate proposal.
- ✓ Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- ✓ A person will not be awarded points for B-BBEE status level if it is indicated in the proposal documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- ✓ A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4. PROPOSAL DECLARATION

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

5. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED

B-BBEE Status Level of Contribution: = (maximum of 10 or 20 points)

(Points claimed must be in accordance with the table reflected in paragraph 3 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

6. SUB-CONTRACTING

Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?.....
- (iv) whether the sub-contractor is an EME?YES / NO (delete which is not applicable)

SECTION G: PROPOSAL PRICE

(To be completed by bidder)

1. PROPOSAL PRICE INCLUDING VAT: R
2. AMOUNT IN WORDS:
.....
3. TIME FOR COMPLETION/ DELIVERY:calendar months.

NAME OF BIDDER:	SIGNATURE	DATE:
.....	
.....		

FOR OFFICIAL PURPOSES ONLY				
<table border="1" style="margin: auto;"><tr><td style="text-align: center;"><i>IMPORTANT</i></td></tr><tr><td style="text-align: center;">Mark appropriate block with "X"</td></tr></table>			<i>IMPORTANT</i>	Mark appropriate block with "X"
<i>IMPORTANT</i>				
Mark appropriate block with "X"				
1. HAVE ANY ALTERATIONS BEEN MADE?	YES	NO		
2. HAS AN ALTERNATIVE PROPOSAL BEEN SUBMITTED?	YES	NO		
3. <i>IF APPLICABLE:</i> DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ SITE INSPECTION?	YES	NO		

ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES, INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS, WILL NOT BE CONSIDERED

SECTION H: EVALUATION PROCESS

Bidders are requested to submit a proposal (in addition to required documents as specified in Section C) which should include the following:

- a) Introduction
 - b) Key Evaluation Questions
 - c) Proposed Evaluation Approach and Design
 - d) Sampling Strategy
 - e) Plan for data acquisition
 - f) Ethical considerations
 - g) Data analysis Plan
 - h) Evaluation Team (brief Resumes; provide detailed CVs in Appendix). The detailed CV should include the names and contact numbers of the staff/consultants assigned to the project. A summary of the role and responsibility of each staff person/consultant and estimated time to be spent by each staff person/consultant; CVs must address all key elements in the evaluation matrix included below.
 - i) Team members time commitment and availability over the evaluation period
 - j) Evaluation work plan reflecting proposed time frames and outputs/deliverables (including Gantt chart)
- a) Budget which meets the following requirements. Applicants are encouraged to provide the best price possible for the proposed results as proposals will be evaluated on this aspect:
- a. Submitted in excel format with functioning formulas
 - b. Detailed budget with breakdown of staff/consultant/s daily fees and time, and all other costs to be charged to the contract. The prospective service provider must submit an all-inclusive price for all activities proposed in the application
 - c. All line items must list the unit cost and quantity of that item. A notes column for each line item must explain how both the unit cost and quantity are being estimated. This must be completed for **ALL** line items.

The evaluation of the proposals must be conducted in the following manner:

1.1 The KZN-GFSP will evaluate the applications on the basis of functionality as set out below.

1.1.1 Applicable value:

The applicable values that will be utilized when scoring each criterion must be objective.

Values that will be utilized are as follows:

- | | |
|----------|--------------------|
| 1 | : Poor |
| 2 | : Average |
| 3 | : Good |
| 4 | : Very Good |
| 5 | : Excellent |

1.1.2 The percentage scored for functionality may be calculated as follows:

- (a) value awarded for each criterion should be multiplied by the weight for the relevant criterion to obtain the score for the various criteria;
- (b) The scores for each criterion should be added to obtain the total score.
- (c) The following formula should be used to convert the total score for functionality:

$$Ps = \frac{So}{Ms} \times 100$$

Where:

Ps = percentage scored for functionality by applicant under consideration

So = total score of applicant under consideration

Ms = Maximum possible score

The percentage of each panel member should be added and divided by the number of panel members to establish the average percentage obtained by each applicant for functionality.

1.2 **Minimum scoring:** An applicant who fails to score a minimum of **35 points** on functionality will be disqualified at this stage and will not proceed to the next stage of the evaluation process which is the price allocation stage.

1.3 **ONLY** those bids that obtain a minimum score for functionality i.e. **35 out of 50 points (35 points)** will be considered for the next stage of evaluation.

1.4 Please refer to Annexure A: Section 5 for evaluating criteria.

A committee will review and evaluate the submissions according to the criteria below.

ELEMENT	Range
Evaluation Design (suitability & rationale)	15
Data Collection Strategy including sampling (methods, process & involvement of key stakeholders)	15
Evaluation team (range of skills and experience)	15
Availability and commitment of required level of effort (LOE) by key staff over the duration of evaluation	5
Total	50

SECTION I: TAX COMPLIANCE STATUS

1. Bidders are not required to submit hard copies of compliance information as this information can be accessed and verified on the National Treasury Central Supplier Database.
2. The KZN-GFSP will verify potential bidders' Tax Compliance Status through the National Treasury Central Supplier Database prior to award.

SECTION J: AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid.

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on.....20....., Mr/Mrs/Miss..... (whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of:
(Name of Company)

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

(PRINT NAME)

.....

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF COMPANY:

NAME IN BLOCK LETTERS:

WITNESSES: 1

2

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as

.....
SIGNATURE

.....
DATE

(PRINT NAME)

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address
.....
.....
.....
.....

We, the undersigned partners in the business trading as.....
 hereby authorize to sign this bid as well as any contract
 resulting from the bid and any other documents and correspondence in connection with this bid and
 /or contract on behalf of:

.....
SIGNATURE	SIGNATURE	SIGNATURE
(PRINT NAME)	(PRINT NAME)	(PRINT NAME)
.....
DATE	DATE	DATE

D. CLOSE CORPORATION

In the case of a Close Corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorising a member or other official of the corporation to sign the documents on their behalf.

AUTHORITY BY MEMBERS

By resolution passed by the Members on.....20.....,
 Mr/Mrs/Miss..... (whose signature appears below) has been duly
 authorised to sign all documents in connection with this bid on behalf of:
 (Name of CC).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:
 (PRINT NAME)

.....
IN HIS/HER CAPACITY AS:
DATE:
SIGNED ON BEHALF OF CLOSE CORPORATION:

NAME IN BLOCK LETTERS:

WITNESSES: 1

2

E. CO-OPERATIVE

A certified copy of the Constitution of the Co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members of the Co-operative at a meeting held on20..... atMr/Mrs/Miss.....
..., whose signature appears below, has been authorised to sign all documents in connection with this bid on behalf of (Name of Co-operative).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

(PRINT NAME)

.....

IN HIS/HER CAPACITY AS:

DATE:

SIGNED ON BEHALF OF CO-OPERATIVE:

NAME IN BLOCK LETTERS:

WITNESSES: 1

2

F. JOINT VENTURE (JV)

In the case of a Joint Venture, a certified copy of the JV Agreement shall be included with the bid, together with the resolution by its members authorising a member or other official of the JV to sign the documents on their behalf.

AUTHORITY BY MEMBERS OF A JOINT VENTURE

By resolution passed by the Members on.....20.....,
Mr/Mrs/Miss..... (whose signature appears below) has been duly authorised to sign all documents in connection with this bid on behalf of:
(Name of JV).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

(PRINT NAME)

.....
IN HIS/HER CAPACITY AS:
DATE:
SIGNED ON BEHALF OF JOINT VENTURE:
NAME IN BLOCK LETTERS:
WITNESSES: 1
 2
G. CONSORTIUM

In the case of a Consortium, a certified copy of the Consortium Agreement shall be included with the bid, together with the resolution by its members authorising a member or other official of the Consortium to sign the documents on their behalf.

AUTHORITY BY MEMBERS OF A CONSORTIUM

By resolution passed by the Members on.....20.....,
Mr/Mrs/Miss..... (whose signature appears below) has been duly
authorised to sign all documents in connection with this bid on behalf of:
(Name of
Consortium).....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:
(PRINT NAME)

.....
IN HIS/HER CAPACITY AS:
DATE:
SIGNED ON BEHALF OF CONSORTIUM:
NAME IN BLOCK LETTERS:
WITNESSES: 1
 2

SECTION K: CERTIFICATION OF CORRECTNESS OF INFORMATION SUPPLIED IN THIS DOCUMENT

I, THE UNDERSIGNED, WARRANTS THAT I AM DULY AUTHORISED TO DO SO ON BEHALF OF THE BIDDER, AND HEREBY CERTIFIES THAT THE INFORMATION SUPPLIED IN TERMS OF THIS DOCUMENT IS CORRECT AND TRUE, THAT THE SIGNATORY TO THIS DOCUMENT IS DULY AUTHORISED AND ACKNOWLEDGES THAT:

1. The bidder will furnish documentary proof regarding any bidding issue to the satisfaction of the KZN-GFSP, if requested to do so.
2. If the information supplied is found to be incorrect and/or false then the KZN-GFSP, in addition to any remedies it may have, may:-
 - a) Recover from the bidder all costs, losses or damages incurred or sustained as a result of the award of the bid, and/or
 - b) Cancel the bid and claim any damages which it may suffer after such cancellation.

SIGNED ON THIS..... DAY of20.....
AT.....

.....
SIGNATURE OF BIDDER OR DULY AUTHORIZED REPRESENTATIVE **NAME IN BLOCK LETTERS**

ON BEHALF OF (BIDDER'S NAME)

NAME OF CONTACT PERSON (IN BLOCK LETTERS)

POSTAL ADDRESS

TELEPHONE NUMBER:

FAX NUMBER:

CELLULAR PHONE NUMBER:

E-MAIL ADDRESS:

ANNEXURE A: TERMS OF REFERENCE

TERMS OF REFERENCE FOR A CONSULTANT TO CONDUCT A PROCESS EVALUATION OF HIV TESTING SERVICES COMPONENT OF THE GLOBAL FUND YOUNG WOMEN AND GIRLS PROGRAMME IMPLEMENTED IN 10 SA DISTRICTS

1. Background

The Global Fund (TGF) is the largest financier of HIV and AIDS, Tuberculosis (TB) and Malaria in the world. The Global Fund approved the country concept note submitted by South Africa Country Coordinating Mechanism (CCM) for HIV/TB under the New Funding Model. There are eight Principal Recipients (PRs) of which three are government departments and five non-governmental organisations. In KwaZulu-Natal, the Principal Recipient (PR) for the grant is the KZN Provincial Treasury. The overall goal of the programme is to reduce new HIV infections among key populations and to improve the quality of life. The KZN Provincial Treasury established the KZN Global Fund Supported Programme (hereafter referred to as the KZN-GFSP) to manage the funds received from the Global Fund on behalf of the KZN Provincial government. The KZN-GFSP is currently implementing a Young Women and Girls (YWG) programme in King Cetshwayo District in KZN. There are other 5 Global Fund PRs who are implementing this programme in 9 districts namely: Soul City who are implementing in Tshwane District in Gauteng and Bojanala District in North West, NACOSA implementing in KZN (Zululand), Mpumalanga (Ehlanzeni, Gert Sibande) and Limpopo (Greater Sekhukhune), Western Cape Department of Health (Cape Town Metro) and Kethimpilo who are implementing in the Eastern Cape province (OR Tambo and Nelson Mandela Bay Metro).

The goal of YWG programme is to reduce HIV incidence and enhance HIV protective behaviours amongst the targeted YWG in the targeted 10 districts. This is done through evidence-based life skills and HIV prevention programmes for in and out of school youth that include: Soul Buddyz clubs for children aged 10-14 years old, Keeping Girls in School (14-18 years old), Rise Clubs for out of school young women (19-24 years), Child protection (10-17 years) and teen parenting (14-21 years). These programmes are further strengthened by the provision of HIV Testing Services to the targeted participants of Soul Buddyz clubs, Keeping Girls in School, Rise, child protection, teen parenting programmes as well as people in the community who fall within this targeted age category of 10-24 years. The PRs coordinating team has tasked KZN Treasury to conduct a process evaluation of HTS in order to determine if it is being implemented as intended/as per the Department of Health (DOH) HTS guidelines, the challenges being faced and the kinds of resources available to provide this service. The evaluation will therefore focus on operations, implementation and service delivery. The process evaluation will provide early feedback as to whether the HTS implementation is proceeding as intended as well as identify any barriers encountered and possible changes to the original service delivery model. The findings of the evaluation will be used to improve the quality of the HTS rendered to the YWG beneficiaries.

2. Rationale

South Africa has the highest number of people living with HIV (6 Million). According to HSRC 2012 household survey, the HIV prevalence has risen from 10.6% in 2008 to 12.2% in 2012. Prevalence is presumed to have risen due to the increased roll out of ART which has led to decreased mortality. HIV infections vary greatly by age and sex, where adolescent girls and young women are disproportionately more likely to be infected with HIV than their male peers. Girls aged 15-19 years are 8 times more likely to be infected than their male counterparts of the same age category, while women aged 20-24 years are 3.4 times likely to be infected than men of the same age (SA HIV and TB Concept Note 2015). This makes the young women and girls to be the most important key/vulnerable population in the HIV prevention interventions. Globally the focus of HIV/AIDS response has shifted to prevention. The first step to HIV prevention is HIV counselling and testing.

This enables the people to know their HIV status. Knowing one's HIV status enables people to make decisions regarding their health to either protect themselves and others against re-infections (HIV positive), and for those who are negative, to ensure that they remain negative through adoption of preventative behaviours. Several HIV prevention strategies have been designed and are being implemented for YWG. The Global Fund Programme for YWG being implemented by the 5 PRs provides a comprehensive package of services to the targeted beneficiaries that include comprehensive life skills education for in and out of school girls aged 10-24 years. The risk factors for the high HIV prevalence among young women and girls are essentially structural and environmental; namely, unemployment, poverty, economic and food insecurity, personal insecurity, sexual violence and rape. Other factors include age-disparate relationships, intergenerational and transactional sexual relationships, lack of or low levels of education, inadequate knowledge of ways of preventing HIV and other sexually transmitted infections, gender inequality/and gender norms and masculinity which fuel disempowerment and discrimination against women and girls (Owusu-Ampomah, 2013).

The Life Skills education provided by the 5 PRs explicitly address norms about masculinity that relate to HIV and AIDS with the aim of changing traditional, cultural, and social male norms that contribute to behaviours that increase HIV risk in both men and women and that impede access to care and treatment services for those who need them. Examples of such norms include but are not limited to intergenerational, cross generational and transactional sex, multiple concurrent partnerships, alcohol and substance misuse/abuse and poor use of health care services. Sexual and other forms of abuse against women and girls fuel the spread of HIV. The practice or threat of sexual violence against women and girls puts them at increased risk of HIV infection by creating situations in which adolescent and young women are unable to voluntarily abstain from sex or negotiate condom use. The other aspect included in the Life skills is the importance of HIV Testing (HIV Counselling and Testing (HCT)). The Life skills program encourages learners and YWG in the community to get tested so that they can know their HIV status. Several studies have found that there is a significant correlation between HIV knowledge and willingness to test. There is also a significant correlation between HIV knowledge and knowing one's partner status. A total of 34375 have been provided with HCT by 31st March 2017.

In order to increase HTS uptake, the YWG programme decided in January 2017 to incentivise the HTS component of the programme alongside session attendance to other components such as Keeping Girls in School, Rise women's clubs and Teen Parenting programme. The HTS incentives include branded merchandise such as ear buds and water bottles and a once off airtime worth R33. The YWG also stand to win a tablet (with 16GB storage 2 GB RAM screen) in a lucky draw.

Identifying and testing HIV exposed YWG as early as possible is crucial as timely diagnosis of HIV allows timely access to life saving care including ART for those who are infected. The benefits of YWG knowing their status are numerous and may include early identification of those infected as a first step to treatment and care. For those who are not infected, HCT helps them with prevention measures that will help to ensure that they remain healthy and free of infection. HCT is also beneficial in enabling life planning for parents and children who are infected and increases access to care and antiretroviral therapy for parents (including teen parents). According to the new DoH guideline all YWG testing HIV positive are referred to government clinics who then initiate them on ART. According to the Department of Health protocol, all people being tested for HIV are required to be screened for TB. In line with this protocol the YWG program screens all the HCT recipients for TB and where appropriate refer those who answer yes to any of the five screening questions to a clinic for TB diagnosis.

2.1 Geographical Coverage of Young Women and Girls Programme (YWG)

The YWG programme is being implemented by 5 PRs in ten districts located in 7 provinces in South Africa. The table below shows where each PR is implementing the programme. This is disaggregated by province and district.

Table 1: Young Women and Girls Implementing Principal Recipients

Principal Recipient	Province	District
Soul City Institute	1. Gauteng 2. North West	1a. Tshwane 2a. Bojanala
NACOSA	1. KwaZulu-Natal 2. Mpumalanga 3. Limpopo	1a. Zululand 2a. Ehlanzeni 3a. Gert Sibande 3b. Greater Sekhukhune
Khethimpilo	1. Eastern Cape	1a. Nyandeni 1b. Nelson Mandela Bay Metro
Western Cape Department of Health	1. Western Cape	1a. City of Cape Town Metro
KZN Provincial Treasury	1. KwaZulu-Natal	1a. King Cetshwayo

3. Purpose of the Evaluation

The overall purpose of this evaluation is to explore the progress and quality of the HTS component of the YWG programme. This process evaluation will also establish whether the HTS being delivered by the 5 PRs is standardised, high quality and ethical. Process evaluation results will enable the PRs to improve on the key areas of HTS delivery thus ensure effectiveness of the intervention.

3.1 Evaluation Objectives

The main objective of the process evaluation is to explore the current HTS implementation practices amongst the 5 PRs, whether the implementation is being done in line with the National HTS guidelines such as testing every 6 months. A comprehensive set of these guidelines will be provided to the successful service provider. The process evaluation will also indicate whether HTS is reaching **the hard to reach population of YWG (“right girls”)**, particularly those at risk such as those who have been raped or exposed to gender based violence, those in age disparate relationships, the unemployed, food insecure, living in the slums and or hard to reach areas (deep rural, slum dwellings etc) etc. The evaluation will explore whether the linkages to care and treatment for those who have tested HIV positive and/or TB positive are being done; note any key challenges regarding targeted reach, linkage and tracking of referrals, explore the factors that facilitate or impede the linkage to care and treatment, uptake of ARVs and provide recommendations. In this regard, the evaluation will assess the targeted reach, the HIV positivity rates, and successful referral/linkages to care and treatment at commencement of the project to date. It is also expected that the evaluation will document the HTS delivery modality amongst the 5 PRs and assess which of these modalities generates the best HTS uptake amongst YWG. The modalities include mobile testing in the schools, community, home-based testing and in the testing in fixed facilities.

3.2 Primary Evaluation objective

To establish if the implementation practices of the HTS intervention amongst the 5 PRs are in line with the National HTS guidelines as well as if the HTS has reached the most at risk YWG who may be hard to reach in the targeted programme districts. Results emerging from the evaluation will be used to inform/improve HTS delivery as well as share the best practices/models that maybe working in some of the districts to increase uptake of HTS and also linkage to care for those testing HIV positive. It is also anticipated that recommendations from the evaluation will include strategies to extend HTS to reach the hard to reach YWG in the targeted districts.

3.3 Proposed Evaluation Questions

3.3.1 To what extent are the HTS implementation practices of the 5 PRs aligned to the National HTS guidelines?

3.3.2 What are the bottlenecks being experienced by the 5 PRs in the course of HTS delivery in the 10 targeted districts?

3.3.3 What targeting strategy have the 5 Principal Recipients (PRs) applied to reach the most at risk/most vulnerable YWG with HTS services?

3.3.5 Has the provision of incentives improved the uptake of HCT amongst the YWG beneficiaries?

Table 2. Key Stakeholders (users of the evaluation findings)

The Key stakeholders for this evaluation include the 5 Principal Recipients of the Global Fund Young Women and Girls Programme, decision makers in key government departments of Health, Social Development and Education as well as the programme beneficiaries, schools (teachers and learners), programme staff, programme sub-recipients, CCM and donor agencies.

Stakeholders	Reasons why the stakeholder should be involved in the evaluation	How the Stakeholder might use or be affected by the evaluation results	Stakeholders role in the evaluation
Government Stakeholders; District and Provincial Departments of Social development (DSD), Department of Education (DoE) and Department of Health	The Departments particularly Social Development, Health and Education are key stakeholders/SRs for the 5 PRs given their mandates in policy and implementation of programmes for Young Women and Girls. Perspectives of the DSD, DoH and DoE are therefore essential in this evaluation.	The DSD, DoH and DOE will participate in the design of strengthening and enhancing interventions targeted at young women to reduce their risky sexual behaviour.	Respondents in key informant interview
Young Women and Girls	The young women and girls are the primary beneficiaries of the programme. They will provide information regarding their experiences in being in the YWG programme which includes having received HTS and their views on HIV self-testing modality	Participate in providing process information on key focus areas of the HTS intervention and informing decision making processes on how best to tailor make/respond to the needs of young women and girls 15-24 years	Key respondents in focus groups
PRs/SRs Programme Staff (Lay counsellors, nurses) and managers	Program staff and SRs are central to the implementation of the programme	-Provide information—how to improve on the HTS programme to enhance its value to the targeted beneficiaries	Key respondents in focus group discussions, key informant interview and surveys.
Global Fund CAT, CCM	-GF provided funding for the programme implementation. -CCM coordinates the programme at country level.	The evaluation findings will point areas that are doing well as well as those that need improvement. The information will lead to quality of HTS services to the YWG	CCM is commissioning the Evaluation

4. Evaluation Design

The focus of the sub-contract will be a process evaluation of the HTS component of the YWG programme that is being implemented by 5 PRs in 10 districts. The design should therefore enable the PRs to know the progress of the HTS, the current practices, the challenges being faced in the districts, whether HTS is reaching the most at risk YWG, why HTS uptake in some districts is better than others, the resources available (e.g. testing kits, gloves etc), perceptions of self-testing, etc. Ultimately, the evaluators are required to carefully consider the suitability and feasibility of design options for this process evaluation that are likely to offer the best chance of establishing the progress and value of the intervention. The design should take into consideration that the programme is being implemented in different geographical and cultural contexts.

5. Key Data sources and methods

The data collection methods will be mixed aiming to collect both qualitative and quantitative data from the project beneficiaries of the HTS as well as the lay counsellors and the nurses who conduct HTS from the 10 targeted districts. The sampling frame will be HTS beneficiaries aged 10-24 years (in and out of school) from the targeted districts. Data sources as indicated on the stakeholders table include the Young Women and Girls, the HTS implementing team (lay counsellors, nurses), and Departments of Education, Social Development and Health as multi-sectoral stakeholders involved in Young women and Girls service provision. Data collection methods may include a survey with nurses and lay counsellors to measure their attitudes, knowledge and HTS practices, focus groups and key informant interviews with the different stakeholders. Observational methods can also be applied to collect this data. The 5 PRs and their sub-recipients programme document reviews (that includes HTS strategy, SOPs, Reports etc), existing programme YW databases, available data from CCM dashboard as well as sub-district HTS situational analysis and the National Department of Health HTS policy guidelines will be included. This information will be combined with quarterly HTS output data to provide a clearer picture and enhance the interpretation of qualitative data. Applicants will need to justify the use of their chosen data collection method and ensure that these methods fit in with the process evaluation aim. Evaluators will be required to provide detailed description of ethical consideration and to obtain ethical clearance from a recognised ethics committee.

6. Sampling Strategy

The sampling strategy will depend on the type (qualitative or quantitative) of data being gathered. The sample of some of the qualitative data collection methods will be selected purposively to ensure representation of the various stakeholder groups relevant to the project and the specific evaluation questions. Quantitative data maybe collected through the survey administered to the nurses and lay counsellors in the project to measure their attitudes and knowledge. This is because they are the ones who administer HTS and their knowledge and attitude has an impact on the testing experiences of the YWG. The YWG testing experiences will in turn determine whether they will return for repeat testing and whether they will recommend their peers to be tested. The sampling frame will be the list of all the nurses and lay counsellors employed by the PRs who are conducting HTS for YWG programme.

7. Key Data Analysis Procedure

Analysis will be undertaken using various tools (electronic and or manual) available for qualitative and quantitative data as deemed appropriate. Evaluators must present a coherent data analysis strategy which will enable the effective use of both quantitative and qualitative data in drawing conclusions regarding the process evaluation questions of the HTS intervention.

8. Ethical considerations

Measures will be taken to ensure that all participants' identity remain anonymous and that they are protected from harm at each stage of the evaluation. Collected data will be captured and stored in such a way that key identifying information will be in a coded form. Consent and assent forms will be signed by

the process evaluation participants indicating that they understand the purpose and use of the evaluation and its implications and that their participation is voluntary. Ethical approval will be sought from a registered body

9. Evaluation processes, activities and deliverables

Key Aspects of the evaluation scope of work (SOW)

9.1 Undertaking a comprehensive analysis which includes the following

- Understanding the relationship between programme stages and the proposed broad evaluation question
- Understanding the context for programme delivery and key factors that influence programme implementation
- Understanding the existing theoretical and empirical knowledge about the programme and examining programme theory
- A comprehensive stakeholder analysis and determination of roles of key stakeholders in the evaluation
- Balancing costs and benefits of the evaluation and advising on the most strategic questions to include in the evaluation
- Developing the detailed evaluation protocol

The Key deliverable is a detailed evaluation protocol including

- Key evaluation questions and linkages to programme theory
- Stakeholder analysis including their roles in the evaluation
- Evaluation approach, design and sampling methods
- Key indicators relevant for the evaluation questions
- Key measures and data collection tools to be used
- Participants consent/assent forms
- Data analysis strategy including dummy table/graphs for presenting data
- Evaluation work-plan including key activities and timeframes
- Detailed budget

9.2 Following submission and approval of the detailed evaluation protocol, the consultants will implement the evaluation process including the following key steps.

- Pre-test instruments
- Train data collectors
- Undertake the evaluation data gathering process
- Prepare data for analysis
- Clean data
- Enter data into electronic data analysis systems
- Undertake comprehensive data analysis
- Formulate the findings

Key deliverables include

- Submission of final tested data collection instruments to be used
- Report on the data gathering process after it is completed
- Updated data analysis plan based on the available data
- A final survey data set with value and variable labels and/or a data dictionary and materials and data sets from qualitative work (interview and focus group guides, transcripts and audio recordings)

9.3 Consultants will be required to prepare a range of reports on the findings of the evaluation and to participate in the provision of feedback and dissemination of key findings

- Identify major findings and develop clear and specific recommendations to address key findings and proposals for action
- Develop and submit a draft report for review by key evaluation stakeholders
- Participate in feedback meetings to discuss the draft report and obtain input from key stakeholder
- Prepare the final reports and other required communication products directed at different stakeholders as appropriate

Key deliverables

- Draft evaluation report with key findings and recommendations
- A final detailed written report (that incorporates feedback from the 5 PRs) including an executive summary with highlights of the evaluation and key findings
- Power Point Presentation providing summary of evaluation process and results
- Other communication products from the evaluation as specified in the contract

10. Evaluation Team- Required expertise and experience

The evaluation team should comprise of individuals with the following expertise

- Extensive evaluation experience particularly in South Africa; demonstrated experience in undertaking similar evaluations
- Programmatic experience in young women and girl's programmes as well as HIV and AIDS including experience with in and out of school programmes
- Familiarity with the South African government systems, particularly in relation to HTS and youth programmes
- Capacity development expertise
- Extensive experience in employing both qualitative and quantitative data collection methods and conduct the required analysis.

Table 3. Roles and Responsibilities: undertaking and managing the evaluation

Who will be involved	Main Role
External Evaluators Lead evaluator Evaluation/research officers Data collectors	<ul style="list-style-type: none"> ▪ Develop the evaluation design and key measures for each evaluation question. ▪ Develop the data collection strategy; sampling and instruments. ▪ Developing data analysis strategy. ▪ Pre-test instruments and train data collectors. ▪ Undertake the evaluation data collection process. ▪ Prepare data and undertake comprehensive data analysis. ▪ Formulate the key findings and recommendation. ▪ Prepare reports; identify major findings, develop recommendations.
KZN Treasury and the 5 PRs Program Directors, Managers Program staff, M&E team,	<ul style="list-style-type: none"> ▪ Monitoring the implementation and deliverables of the evaluation. ▪ Preparation of evaluation management documents- TOR, SOW, Contract ▪ Work with the External Evaluator in facilitating access to required information and resources. ▪ Provide input in finalizing the evaluation design, sampling, data collection tools and processes by the External Evaluator.

Field staff Administrative staff	<ul style="list-style-type: none"> ▪ Assist with coordinating and providing logistical support for field visits and meetings with key stakeholders during data collection. ▪ Plan for and undertake dissemination of findings.
SANAC/CCM, GF CAT, PRS MERL department Programs department	<ul style="list-style-type: none"> ▪ Provide input in finalizing the evaluation design, sampling, data collection tools and processes.
GF CAT	<p>Overall guidance and approval of the following;</p> <ul style="list-style-type: none"> ▪ Evaluation Terms of Reference ▪ Scope of work and contract for the External Evaluator ▪ Evaluation budget ▪ Final evaluation Report

11. Documentation and Data Use Plan

Final Report: The final deliverable of the evaluation should be a transparent, credible and comprehensive report of all findings. This document will be primarily for internal use for all the PRs and will be freely available to external technical specialists through SANAC/CCM.

SECTION	TO INCLUDE
Report Cover	<ul style="list-style-type: none"> • Title of report, date, and required branding/markings
Title Page	<ul style="list-style-type: none"> • Title of project • Authors of report • The 5 PRs Logo according to Marking guidelines • Date of report
Executive Summary	<ul style="list-style-type: none"> • Summary of objectives, when data was collected, target groups, description of data collection tools and methods • Summary of results and recommendations in bullet format
Table of Contents	<ul style="list-style-type: none"> • Including page numbers • Glossary of key terms • List of tables and / or figures and page numbers
Background	<ul style="list-style-type: none"> • Include a brief programme description • Describe the role of the evaluation in project implementation, relationship to other data collection methods being used, concisely describe the context in which the evaluation took place • Include map of the relevant geographic area(s)
Evaluation purpose and key questions	<ul style="list-style-type: none"> • Describe the purpose of the evaluation • Outline the key evaluation questions and related sub questions
Methods	<ul style="list-style-type: none"> • Briefly describe the evaluation approach and design • Describe the sampling methods applied • Describe the data collection methods employed (include a description of where and how data were collected, quality assurance measures, length of data collection process and problems encountered in conducting the evaluation) • Describe the ethical considerations and provisions made to ensure

	<p>participant protection and adhere to established ethical standards</p> <ul style="list-style-type: none"> • Present demographics of participants/respondents • Describe what methods were used to analyse the data • Describe the study limitations
Evaluation Findings	<ul style="list-style-type: none"> • Present data organised around key questions or main ideas in the surveys/interviews and combine qualitative with Quantitative data (with descriptive summaries, use quotations where necessary) • For each evaluation question, describe findings and their meanings in the context of the project, with highlights of unexpected findings, discuss potential problems with the data • Compare findings to other relevant empirical data if available
Recommendations	<ul style="list-style-type: none"> • Provide a detailed list of recommendations (with explanations) for programme implementation, policy implications, possible redesign etc.
Annexes	<ul style="list-style-type: none"> • Detailed sampling strategy • Data collection tools and tools used to address ethical data collection • GIS mapping of service delivery • Extracts of tables from statistical data analysis process • The final survey dataset with value and variable labels and / or a data dictionary

a) Timeframes/ level of effort

The evaluation activities are expected to be undertaken between **November 2017 and April 2018**. Estimated level of effort is 70-90 consultant days depending on the final agreed evaluation plan. This timeframe will cover the full range of evaluation processes.

Estimated timeframes for the process evaluation of HTS	Phase	Key deliverables
November/December 2017	Phase 1: Planning with key stakeholders. Development of data collection tools and pretesting the tools.	Evaluation Protocol.
January/March 2018	Phase 2: Preparation for and implementation of data collection, collation and analysis.	Fieldwork report, data analysis plan, evaluation data set and GIS information.
April 2018	Phase 3: Interpretation of findings, formulating recommendations, provision of feedback to stakeholders and development of final report and products.	Draft and final evaluation report and related products including a power point presentation.

b) The Evaluation Budget

Consultants will be expected to submit detailed budgets as part of the evaluation proposals for consideration. The estimation includes consultants time, costs of data collection, and the logistical support and travel costs during the evaluation process. KZN-GFSP prefers that potential applicants submit both financial and technical proposals. This will enable separate assessment of the applicants' implementation capacity as well as the cost efficiency. The financial proposal should include an estimated cost for each interview achieved in the quantitative/qualitative component of the evaluation.

c) Submission of Proposals

The outline of the technical proposals should include the following:

- b) Introduction
- c) Key Evaluation Questions
- d) Proposed Evaluation Approach and Design
- e) Sampling Strategy
- f) Plan for data acquisition
- g) Ethical considerations
- h) Data analysis Plan
- i) Evaluation Team (brief Resumes; provide detailed CVs in Appendix). The detailed CV should include the names and contact numbers of the staff/consultants assigned to the project. A summary of the role and responsibility of each staff person/consultant and estimated time to be spent by each staff person/consultant; CVs must address all key elements in the evaluation matrix included below.
- j) Team members time commitment and availability over the evaluation period
- k) Evaluation work plan reflecting proposed time frames and outputs/deliverables (including Gantt chart)
- l) Budget which meets the following requirements. Applicants are encouraged to provide the best price possible for the proposed results as proposals will be evaluated on this aspect:
 - a. Submitted in excel format with functioning formulas
 - b. Detailed budget with breakdown of staff/consultant/s daily fees and time, and all other costs to be charged to the contract. The prospective service provider must submit an all-inclusive price for all activities proposed in the application
 - c. All line items must list the unit cost and quantity of that item. A notes column for each line item must explain how both the unit cost and quantity are being estimated. This must be completed for **ALL** line items.

12. Evaluation of Proposals

The proposals received will undergo a technical evaluation by a selection committee;

The selection committee reserves the right not to accept the lowest bid, as the elements listed in the evaluation matrix below will play a major role when evaluating proposals;

In order to ensure meaningful participation and effective comparison, prospective service providers are requested to furnish detailed information in substantiation of compliance to the technical evaluation criteria.

13. Proposal Scoring Criteria

The review of proposal submitted by potential evaluators will be based on the following allocation of points.

ELEMENT	Range
Evaluation Design (suitability & rationale)	15
Data Collection Strategy including sampling (methods, process & involvement of key stakeholders)	15
Evaluation team (range of skills and experience)	15
Availability and commitment of required level of effort (LOE) by key staff over the duration of evaluation	5
Total	50

14. Proposal Submission Details

All proposals should be hand delivered to Nolwazi Maduma by Thursday, 11th January 2018, at 4pm South African time. Late submissions will not be considered. Please ensure the subject line states “GF098/11/2017: *Application –Process Evaluation of the HTS component of the Global Fund Young Women and Girls Programme. Submissions must be hand delivered to the following address:*

Re: Application- Process Evaluation of the HTS component of the Global Fund Young Women and Girls Programme.

Attention: Nolwazi Maduma

145 Treasury House,

145 Chief Albert Luthuli Street

Pietermaritzburg

3201.

Enquiries may be directed to Ms Esther Mungai, Director: Monitoring and Evaluation: KZN-GFSP email at esther.mungai@kzntreasury.gov.za and copy to Miss Nolwazi Maduma: KwaZulu Natal Treasury email at nolwazi.maduma@kzntreasury.gov.za

Please note the following:

- KZN GFSP reserves the right to not award the tender and re-advertise if submitted proposals are not suitable
- Only the successful consultant/organisation will be contacted
- The decision of the evaluation committee is final