Title: Development of an HIV Disclosure and Adherence Programme for Vulnerable Children and Adolescents

<table>
<thead>
<tr>
<th>RFP No</th>
<th>674-C-13-0004/2022/003</th>
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<tbody>
<tr>
<td>Date of Issuance</td>
<td>01 December 2022</td>
</tr>
<tr>
<td>Deadline for Questions</td>
<td>09 December 2022</td>
</tr>
<tr>
<td>Answers Posted on Pact Website</td>
<td>12 December 2022</td>
</tr>
<tr>
<td>Closing Date and Time</td>
<td>20 December 2022 at 17:00 SA time submit full application pack to <a href="mailto:contractsrfp@pactworld.org">contractsrfp@pactworld.org</a></td>
</tr>
<tr>
<td>Award Type</td>
<td>Fixed Price Consultancy (Open to both Individuals and Consulting Firms)</td>
</tr>
<tr>
<td>Award Ceiling</td>
<td>R600 000</td>
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<tr>
<td>Estimated Award Date</td>
<td>20 January 2023</td>
</tr>
<tr>
<td>Estimated Award End Date</td>
<td>31 August 2023</td>
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SECTION 1 - OVERVIEW

1.1 Purpose and Objectives
Since 2013, the Government Capacity Building and Support (GCBS) program implemented by Pact, has worked with the South African Government’s Department of Social Development (DSD) to improve its service outcomes and reduce the incidence of HIV for orphans and vulnerable children, adolescents, and youth (OVCAY). Under GCBS, the Department of Social Development developed standardized packages (Risiha, Core Package of Services), policies (Child Protection Policy), and guidelines (Guideline for Social Service Practitioners: Enabling Access to HIV Services) to improve service delivery for OVCAY with a focus on reducing the incidence of HIV, supporting children and adolescents living with HIV (CALHIV) and addressing gender-based violence (GBV). These materials together provide for an improved package of services for children and adolescents living with HIV as well as children who have experienced violence.

For COP22, the USAID/South Africa Bilateral Health Office (OVC Team) is requesting technical support from ACHIEVE, building on the foundation laid by GCBS and further support for DSD’s Government to Government (G2G) agreements to support the goal of improved service delivery for children and adolescents living with HIV/AIDS, focusing on disclosure and adherence support. The objective of this intervention is to strengthen service delivery for CALHIV through a standardized curriculum for ART Adherence and Disclosure for CALHIV that DSD can integrate into the compendium of tools under the Risiha Case Management System and implement under the new Comprehensive Case Management G2G agreement, which will start in COP22.
1.2 Background and Context of the Project
Pact is the promise of a better tomorrow for communities challenged by poverty and marginalization. We serve these communities because we envision a world where everyone owns their future. To do this, we build systemic solutions in partnership with local organizations, businesses, and governments that create sustainable and resilient communities where those we serve are heard, capable, and vibrant. On the ground in nearly 40 countries, Pact’s integrated adaptive approach is shaping the future of international development.

ACHIEVE is a five-year (2019-2024) USAID-funded global project whose primary goal is to reach and sustain HIV epidemic control among pregnant and breastfeeding women, adolescents, infants, and children. To reach this goal, ACHIEVE supports OVC and DREAMS service delivery, provides technical assistance to strengthen social welfare systems and improve service quality and reach, and supports capacity development for local partners to sustain services at the community level. ACHIEVE is implemented by Pact, in partnership with Jhpiego, Palladium, No Means No Worldwide, and WI-HER. ACHIEVE also has a network of resource partners that are engaged on an as needed basis for technical support. Through the ACHIEVE funding mechanism, USAID has requested Pact to develop a disclosure and adherence programme for children and adolescents in support of DSD response to children living with HIV/AIDS.

1.3 Problem Statement
In alignment with UNAID, PEPFAR 95-95-95 strategy; whereby 2020, 95% of all people living with HIV will know their HIV status, 95% of all people with diagnosed HIV infection will receive sustained antiretroviral therapy and 95% of all people receiving antiretroviral therapy will have viral suppression. This strategy, which emphasizes treatment, is essential in preventing HIV related deaths and illness as well as reducing new transmissions. Considering that South Africa has the biggest and most high-profile HIV epidemic in the world, with an estimated 7,5 million people living with HIV/AIDS, with 270,000 being children aged 0 to 14 years (UNAIDS, South Africa Fact Sheet 2021, 2022). Presently, SA has the largest population of people living with HIV/AIDS, coupled with the largest antiretroviral treatment programme in the world, reaching 5,549,989 people in 2021, reaching 74% of all infected people (UNAIDS, 2022). The challenge however remains to retain PLHIV and especially children on treatment to achieve viral load suppression. CALHIV face particularly challenges in adhering to treatment for many reasons, often being linked to delayed disclosure and home circumstances which prevent frequent access to health services and medication.

SECTION 2 – PROJECT DESCRIPTION
2.1 Technical description
The CALHIV adherence programme, will employ a qualified consultant to conduct a landscape analysis of the current adherence and disclosure curricula in use with CALHIV in South Africa. Upon reviewing these and consulting with the DSD and USAID, a curriculum will be chosen for
adaptation to the South African context. The clinical manager from GCBS will dedicate time to the project to advise the consultant on current treatment guidelines so that it complies with South African policies. The result will be a structured group work program with tools that can effectively be adapted to meet the needs of differing developmental and treatment stages of children.

To support the group work program additional tools will be developed to assist facilitators to talk through the disclosure and treatment process, using age-appropriate flip charts or “flipsters”, with graphic depictions to assist group facilitators through the process. Presently, USAID-supported tools and programs will be drawn on including the Right to Care Disclosure Flipster, Little Soldiers program, and the Vushilo3 group work program. Key Department of Health and Department of Social Development guidelines that support disclosure and adherence services for children and adolescents will be incorporated into the program. The end deliverable will be a curriculum focused on adherence and disclosure for CALHIV that the DSD can integrate into their compendium and implement under the HIV Prevention G2G agreement.

2.2 Proposed Illustrative Activities

2.2.1 Review of existing programmes and relevant literature to support design approach

The service provider will conduct a desk-top review as well as any necessary key informant interviews to identify existing individual and group-based programmes and tools for children and adolescents that addresses HIV disclosure and adherence support. In conducting the review, the service provider should consult with DSD/Pact working group to outline criteria against which programmes will be reviewed, ensuring that the programme designed will fit appropriately within the social development sector. In addition, the service provider should review relevant literature and research findings to identify best practices and approaches in providing disclosure and adherence interventions, developing an evidence-based approach upon which the programme will be designed. The proposed design approach, supported by the above activities will be presented to the working group for approval along with a list of potential candidates to support the technical review of the programme.

**Deliverables:**

i. Powerpoint Presentation
   a. Review of existing programme
   b. Proposed approach based on existing programmes and relevant literature

2.2.2 Development of disclosure and adherence programme with supporting tools

The DSD and Pact will form a working group through which this activity will be managed. The working group will meet monthly with the service provider to track progress. Each draft of the programme will be reviewed by the working group and feedback given. In addition to the working group, it is proposed that a technical advisory team be established with representatives from the sector. The technical advisory team will be engaged to review programme content and
design, provide technical expertise and guidance. Each draft of the programme will be presented to both the working group and technical advisory group. The service provider will be expected to develop an initial programme outline based on the reviews conducted and expectations outlined by DSD. Based on the approved programme outline, the service provider will lead in the development of the programmatic sessions and related tools, and also lead consultations and review processes into each draft of the document. The final document should be clearly laid in Microsoft Word and should be fully edited before submission for final approval. It is anticipated that the disclosure and adherence programme will include scripted sessions for caregivers as well as children and adolescents and take into account specific developmental needs and health issues. The programme should be structured to be implemented by social service practitioners namely: social workers, social auxiliary workers, child and youth care workers and trained community caregivers.

**Deliverables**

i. Powerpoint Presentation: programme and literature reviews
ii. Disclosure and Adherence programme outline
iii. Disclosure and Adherence programme draft 1
iv. Disclosure and Adherence programme draft 2
v. Disclosure and Adherence programme final document

2.2.3 Submission of Deliverables and Proposed Level of Effort per Task
The successful applicant will submit the deliverables listed in the schedule below to Pact SA GCBS Deputy Chief of Party, Megan Briede, mbriede@pactworld.org with the required approvals. **Suggested breakdown of level of effort is showing under the deliverables schedule.**

<table>
<thead>
<tr>
<th>Group A</th>
<th>Deliverables - Submitted</th>
<th>Timeframe</th>
<th>Proposed LOE &amp; Amount</th>
</tr>
</thead>
</table>
| Review of existing programmes and relevant literature | **Submitted to Pact**
  i. Powerpoint Presentation | 10 February 2023 | 10 days (R60 000) |
| Development of structured adherence and disclosure programme with supporting tools | **Submitted to Pact**
  ii. Disclosure and Adherence programme outline and list of supporting tools | 28 February 2023 | 10 days (R60 000) |
| | iii. Disclosure and Adherence programme and tools draft 1 | 28 April 2023 | 30 days (R120 000) |
Detailed Descriptions of Deliverables

Deliverable i: Programme and Literature Review with proposed programmatic approach
Detailed Powerpoint presentation should include review of existing programmes as well as proposed approach based on existing programmes and relevant literature as indicated below.

Develop criteria for the review of existing programmes to include:
- Relevance of content for both children and adolescents
- Disclosure and Adherence content including relevance to utilization within the social welfare sector
- Content to support transitioning of treatment between age groups
- Resources required for implementation
- Engagement of caregivers
- Copyright

A proposed programmatic approach with theory of change should be included based on literature review and relevant research into disclosure and adherence for children and adolescents. A list of potential technical working group members should be proposed for to support the technical review of the programme.

Deliverable ii: Disclosure and Adherence programme outline
Programme outline should be a word document that outlines session themes and approaches for implementation. Relevant tools to support sessions should be indicated in this document, including the process for updating and aligning the Right to Care Disclosure and Adherence Flipster to DSD context

Deliverable iii: Disclosure and Adherence programme draft 1
This should include the fully scripted disclosure and adherence programme with each individual session with related activities and tools included. The programme should include additional fact sheets etc. that will address knowledge needed by facilitators to effectively facilitate the sessions.

Deliverable iv: Disclosure and Adherence programme draft 2
This should be a revised version on draft 1 clearly demonstrating the inputs of both the working group and the technical advisory team. The format as indicated in draft 1 should be adherent to unless otherwise requested by the working group.

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<thead>
<tr>
<th>Group A</th>
<th>Deliverables - Submitted</th>
<th>Timeframe</th>
<th>Proposed LOE &amp; Amount</th>
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</thead>
<tbody>
<tr>
<td>iv.</td>
<td>Disclosure and Adherence programme and tools final draft 2</td>
<td>15 June 2023</td>
<td>30 days (R120 000)</td>
</tr>
<tr>
<td>v.</td>
<td>Handover of final approved Disclosure and Adherence programme and tools</td>
<td>31 August 2023</td>
<td>20 days (R240 000)</td>
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Deliverable v: Disclosure and Adherence programme final document
Final approved disclosure and adherence programme including sessions and tools as well as all other identified supporting documents such as fact sheets etc. as indicated by the working group during the development process. The document should be in Microsoft Word format.

2.3 Past Performance & Capability Statement
Contextually, this solicitation seeks suitably qualified and experienced consultant/s with demonstrated capacity to design and develop scripted HIV prevention programmes targeting children and adolescents. Applicants must have experience in designing such programmes for children and adolescents, with a clear understanding of HIV disclosure and adherence needs. Ideally, candidates should have qualifications in social sciences and have experience in working with children, demonstrating an understanding of implementation on the ground. The applicant MUST demonstrate experience in similar work or a recent consultancy with a related scope to this assignment. The applicant must describe their eligibility in relation to past work done and, deliverables achieved, and cost.

2.4 Management of Project & Staffing
To achieve the above scope of work, the applicant must ensure that the proposed personnel have a mix of the following requirements, and that between them all requirements are met. The preferred applicant should possess and demonstrate the following skills, knowledge, and competences:

- Minimum of 5 - 10 years of experience in analysing qualitative data for research studies.
- Demonstrated experience in qualitative data analysis, and high-quality report writing
- Fluency in English (spoken and written).
- Ability to produce high quality work under tight timeframes.
- Ability to work jointly with the GCBS team and integrate feedback as required.

Overall, the applicant must assume full responsibility of managing the performance and deliverables of the relevant project individual/team, as named in the scope of work and will appoint sufficient and suitably qualified personnel and ensure that adequate skills are retained within their organisation for the duration of the project by making sure that the appointed personnel are retrained, at own cost to ensure timely and quality outputs.

2.5 Monitoring and Reporting
The applicant must clearly outline their approach to oversight monitoring and tracking of deliverables.

SECTION 3 – COST APPLICATION/BUDGET

3.1 Budget Summary
The Applicant’s submission MUST NOT exceed R600 000. Budget should be submitted in ZAR exchange rate of a16R/$1.
3.2. Detailed Budget

Applicants must complete the attached budget template, providing details of expected expenditure. Details will be required regarding personnel assigned to the project including their level of effort (amount of time allocated to the project). LOE refers to staff days worked. Budgets should have an overall statement on the total level of effort budgeted. Level of effort should be split into the total amount of administrative days required for each deliverable and overall LOE. The definition of administrative level of effort is provided below:

- **Administrative** – Personnel who will carry out more clerical support work, such as taking minutes at meetings, arranging meetings, arranging logistics for travel, preparing invoices, etc. Workshop facilitation and overall organizational and Program management tasks, which support the work content of the contract, should also fall under the administrative category.

3.3 Budget notes

Budget notes should be included to provide a clear rationale as to the costs assigned in the budget. Notes should clearly show how unit costs were reached e.g. salary of staff based on present salary package. Pact may require additional, more detailed budget information prior to issuing a fixed price consultancy agreement.

**Budget templates are included in the application pack. Please carefully follow all the instructions.**

3.4 Certifications

Applicants responding to this RFP must include the following disclosures and certifications as part of the application submission in an annex to the cost application.

1. Disclose any close, familial, or financial relationships with Pact or project staff. For example, if an offeror’s cousin is employed by the project, the offeror must state this.
2. Disclose any family or financial relationship with other offerors submitting applications. For example, if the offeror’s father owns a company that is submitting another application, the offeror must state this.
3. Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
4. Certify that all information in the application and all supporting documentation are authentic and accurate.

**SECTION 4 – APPLICATION TECHNICAL EVALUATION CRITERIA**


Pact intends to evaluate proposals in accordance with the evaluation factors below and make contract award to the responsible Applicant(s) whose proposal(s) under this RFP represents the overall best value (both cost/price and technical factors considered) to Pact.
<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Rating</th>
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<tbody>
<tr>
<td>Relevant qualifications and demonstrated experience in design and development of</td>
<td>35%</td>
</tr>
<tr>
<td>similar programmes for children and adolescents.</td>
<td></td>
</tr>
<tr>
<td>Demonstrated a clear understanding of the programme management approach and process</td>
<td>20%</td>
</tr>
<tr>
<td>to be undertaken with DSD and Pact.</td>
<td></td>
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<tr>
<td>Demonstrated a clear understanding of the scope of work and related task.</td>
<td>35%</td>
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<tr>
<td>Budget and Budget Notes (aligned with deliverables and illustrative activities</td>
<td>10%</td>
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<td>provided).</td>
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4.2 Period of Performance
It is anticipated that the period of performance will start on the **20th January 2023** and end on **31st August 2023**.

4.3 Submission Date/Deadline
All consultancy proposals must be submitted by no later than **5 pm Monday, 20th December 2022**. Submissions must be made via email to contractsrfp@pactworld.org. Applicants must submit two versions of the proposal (one PDF and the other as a word document). Subject line should read: **GCBS HIV Adherence and Disclosure Programme for Children and Adolescents** - (insert your name/ company name).

Applicants need to complete and submit the proposal and include all indicated supporting documentation. The proposal will be evaluated as indicated in table in 4.1 above.

Eligibility Criteria are as follows:
1. **Demonstrable competency in the provision of HIV adherence and disclosure programmes for vulnerable children and adolescents** (CVs of consultants required). Previous work with compliance for non-profit organizations is preferred.
2. **References**. The applicant shall list at least two consultancies its organization has undertaken over the past **five (5) years** for the same or similar work. This section should be **one (1) page**. Provide the following information for each consultancy:
   - Contractor’s name, address, and contractor numbers of each applicant lead contact and technical personnel.
   - Contract number and type.
   - Date of the contract, place(s) of performance,
   - Contract size and amount
   - Brief description of the work, including responsibilities.
   - Comparability to the work required under this solicitation.
Section 5. Terms and Conditions

5.1 Compliance Criteria

The proposals received will undergo a compliance review before being forwarded for technical evaluation by a selection committee. Pact will run its own check on compliance; however, applicants are requested to include the table below in their proposals with verification that these items have been checked. Failure to adhere to the following compliance criteria may result in disqualification:

<table>
<thead>
<tr>
<th>Compliance Criteria</th>
<th>Yes / No</th>
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<tbody>
<tr>
<td>All proposals must be submitted in the Application form provided</td>
<td></td>
</tr>
<tr>
<td>Proposal must be submitted by stated deadline</td>
<td></td>
</tr>
<tr>
<td>Detailed descriptions provided for all deliverables included in the deliverable schedule</td>
<td></td>
</tr>
<tr>
<td>Budget submitted in print-ready excel format as per template provided</td>
<td></td>
</tr>
<tr>
<td>Budget has been prepared in accordance with Activity-Based Costing (ABC) methodologies and allows reviewers to see associated level of effort and costs per activity</td>
<td></td>
</tr>
<tr>
<td>No personnel rates in the budget exceed R10,714 per day</td>
<td></td>
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<tr>
<td>Contractor Details Form submitted. Please refer to the Prospective Contractors details form which is included in the application pack.</td>
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</table>

Please refer to the USAID bio-data form which is included in the application pack. Bio-data forms must be filled in for all personnel on the project to justify the daily rates being proposed in the budget. Forms must be completed regardless of whether the staff is programmatic or administrative in nature. Please scan all completed bio-data forms as one document and submit them as one file. Individual files for each bio-data form will not be accepted.

Certifications signed.

Tax Clearance Certificate

The Principal applicant must provide a valid SARS Tax Clearance Certificate (TCC). For instructions on how to obtain a TCC, please refer to link [here](#). TCCs are not required for subcontractors under the principal applicant.

Registration documents attached

Latest Audited Financial Statement (if applicable)

The Child Safeguarding and Combating Trafficking in Person Policies are signed

Following the compliance review, compliant proposals will be forwarded to the technical review selection committee. The selection committee reserves the right not to accept the lowest bid. To ensure meaningful participation and effective comparison prospective contractors are requested to furnish detailed information in substantiation of compliance to the technical evaluation criteria.

5.2 Disclaimer

- Pact reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. Pact may cancel the solicitation at any time
- Pact may reject any or all applications received.
• Issuance of solicitation does not constitute award commitment by Pact.
• Pact reserves the right to disqualify any application based on applicant’s failure to follow solicitation instructions.
• Pact will not compensate applicants for their response to the solicitation.
• Pact reserves the right to issue an award based on initial evaluation of applications without further discussion.
• Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards the scope of work.
• Pact reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition.
• Pact may contact offerors to confirm contact person, address, and that the application was submitted for this solicitation.
• Pact may contact listed past performance references without notice to the applicants. Pact also reserves the right to contact other past performance information sources that the applicant did not list in the application.
• By applying, the applicant confirms they understand the terms and conditions.
• Information pertaining to and obtained from the Offeror because of participation in this solicitation is confidential. The offeror consents to the disclosure of the documents submitted by the applicant to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.