

**Request for Proposals (RFP's) to
train health care providers on SARS-Cov-2 antigen test and HIV SS (Bid Number:
ISI2021-COVID 19 Antigen RDT and HIVSS Training).**

1. Background:

Isibani Development Partners is a South African-registered Non-Governmental Organization (NGO), launched in 2011 to become a leading local technical assistance provider, systems strengthening and grants manager for health and social service in Southern Africa. Our programs focus on Human Immunodeficiency Virus (HIV), Tuberculosis (TB), Non-Communicable diseases and capacity development for community-based organization and government departments.

Isibani Development Partners is one of the three Sub-Recipients of the National Department of Health (NDoH) appointed to implement Global Fund TB/HIV programmes from the 1st of April 2019 to 31st March 2022. On behalf of the NDOH- Global Fund (GF) Unit, Isibani is inviting service providers to submit applications/proposals for **the training of health care providers on HIV Self Screening (HIV SS) and SARS-Cov-2 ANTIGEN rapid diagnostic testing.**

2. Introduction:

Covid-19

After the emergence of the global novel Coronavirus, which was named COVID-19, the World Health Organization (WHO) declared the disease a global public health emergency of international concern in 2020. South Africa had the first case of COVID-19 on the 5th of March 2020 and has since then experienced multiple COVID-19 surges. With South Africa already experiencing the third wave of Covid-19 it has become critical for testing to be scaled up with the use of rapid tests at point of care. This enables prompt management of patients found to be infected with the disease.

The GF supports the NDoH in its response and interventions to the pandemic. Back in 2020 the country introduced a targeted testing strategy which prioritized testing of patients with urgent clinical needs, without further increase in backlogs. The COVID-19 antigen rapid testing was introduced to ensure efficient and timely testing for Covid-19 for both individual patient management and control of the pandemic at population level. This supports point of care (POC) testing which enables immediate patient care decisions and an increase in access to testing by individuals at risk of contracting the disease. Safe and efficient testing and diagnosis requires that this be performed by a trained health care worker. The Global Fund- NDoH plans to train health care workers in high burdened districts nationwide and therefore requests qualifying service providers to submit their proposals for the proposed training. The focus of the training will be in the districts that are currently declared as hotspots and which still have the highest rates of infection in their respective provinces.

3. HIV Self Screening

South Africa accounts for a third of all new HIV infections in Southern Africa, with an estimated 7.5 million people living with HIV in 2019. The prevalence among adults (15-49 years) is 19%, with over 5 million on antiretroviral therapy. Although the antiretroviral therapy (ART) program has been rapidly scaled up, new HIV infections continue to rise, with women accounting for nearly 63% of all new infections due to social and economic disparities, female disempowerment, and high rates of gender based violence (GBV) in communities. Young people aged between 15 and 24 years particularly young women make up the largest proportion of HIV infected people in South Africa, approximately 50%.

For South Africa to reach the United Nations 95-95-95 strategy, more HIV infected people need to be aware of their HIV positive status. There is a need for targeted diagnosis, awareness, and treatment programs for men, key populations, young people aged 15–24 years old, people who reside in farming communities and in specific provinces.

Targeted testing provides a good opportunity for service providers to provide counselling and testing to people from higher-risk populations who test negative, about their HIV risk and how they can protect themselves in the future; and for those who test HIV positive, to be referred to treatment immediately. New testing technologies have revolutionised the HIV response by getting HIV tests to the community and out of the health facility. HIV self-screening and other innovative testing approaches can increase uptake of HIV testing among populations who are test averse and the under-tested. During high cases of COVID-19 infection, it is important that people continue to get tested for HIV without risking being infected by COVID-19. Therefore, HIV SS provides a good solution to both HIV testing and lowering risk of COVID-19 infection.

Considering the current state of COVID-19 infections the NDOH acknowledges that in some cases, the face-to-face training may not be feasible. In that case the service providers may be required to conduct the training virtually and only limiting contact to short practical sessions.

4. Goals and Objectives of the training

a. Goals:

To provide a comprehensive training on HIVSS and COVID-19 rapid testing, monitoring and evaluation and certification of the trainees.

b. Objectives:

- i. To ensure efficient and effective implementation of the SARS-Cov-2 antigen testing and HIV SS training.
- ii. To generate a pool of health care workers that are skilled at conducting both HIV SS and SARS-Cov-2 antigen test.

- iii. To ensure quality and efficient COVID-19 rapid testing and HIV SS facilitation, promotion and distribution.
- iv. To ensure adherence to the policies around COVID-19 rapid testing and HIV SS, including data management and reporting.

5. Category of health workers to be trained:

This training will follow the prescripts of the NDOH and relevant legislation and the audience will be all health care workers that will be involved with HIV SS testing and Covid-19 antigen testing including trained lay counsellors for the HIV SS.

a) Tasks and deliverables

Under the supervision of the HIV Prevention Strategies Directorate of the NDOH, and the NDOH Global Fund Chief directorate, the successful service provider/s will develop a capacity building plan, prepare a comprehensive training package for all health care workers and train identified and eligible health care workers on the SARS-Cov-2 antigen testing and HIV SS (including lay counsellors and community health workers for the HIV SS). The service provider will perform the following:

- i. Conduct a needs analysis for training in all the provinces including the district support partners.
- ii. Planning and design, preparation and organisation, and delivery of accredited Antigen test training sessions.
- iii. Implementation of a comprehensive training for HIVSS and Covid-19 for health care workers.
- iv. Implementation of appropriate training methodology in compliance with NDOH policies.
- v. Mobilisation and provision of trainers for all training sessions.
- vi. Preparation, printing and delivery of all training materials including teaching aids and materials to accompany each training session.
- vii. Organising and coordinating training for each province.
- viii. Identify and secure suitable training venues.
- ix. Training evaluation and certification of the trainees.
- x. Development of training reports for all training conducted.

Accommodation and Conferencing Requirements:

Item Description	Total Number of provinces to be covered	Accommodation	Conferencing	Total number of people per province	Overall total number of people

					to be trained
HCW Antigen Training	9	1 x night	1 day	100	900
HIVSS Training	9	1 x night	1 day	100	900

6. Duration of the assignment

The service providers will be expected to conduct all the trainings over a 3-month period (**between September and November 2021**).

7. Desired competencies, technical background and experience

To achieve the above scope of work, the successful service providers must have:

- i. At least five years' experience in providing trainings of health care workers on a large scale.
- ii. Have relevant personnel with a master's degree, preferably in the public health, health sciences, science or other relevant field.
- iii. Have relevant personnel who are trained and have the knowledge of the usage of SARS-Cov-2 rapid testing and HIV SS.
- iv. Have a training plan that demonstrates how they will carry out the training task.
- v. Have a monitoring and evaluation framework that details how they will follow up and measure progress with end user training.
- vi. Have a quality assurance plan.
- vii. Have the necessary equipment to carry out virtual training if it becomes necessary.
- viii. Previous or existing working relationship with the relevant provincial Department of Health will be an added advantage.

8. Output/Deliverables and payment schedule

Please note that payments will be made upon receipt of a report of successful completion of each step/deliverable of the assignment as follows:

Deliverables	Duration (estimated # of days or months): 3 months	Timeline/Deadlines To be finalised after award	Schedule of Payment
1. Submit a detailed work plan of activities.	2 weeks		30%
2. Deliver the training and provide certification and a brief summary of the training	8 weeks		50%
3. Provide an initial draft report	1 week		20%
4. Provide a final report with recommendations and database for trained participants	1 week		

9. Costing:

All costing should be included and clearly itemized in the proposal.

10. Administrative issues:

The service provider is responsible for all the administrative issues relevant for the training and these should be included in the costing. At the end of each deliverable, a progress meeting should be held with NDoH HIV Prevention and Global Fund teams to update on progress and if necessary, adjust the timelines and work plan accordingly. NDOH approved training material will be utilised.

Risks anticipated

- Delays in approval processes.
- Sending wrong participants (Those that will not be able to disseminate training for different reasons) to the training.

11. Bid Evaluation Criteria:

Bids will be evaluated in a three (3) phase process as follows:

Phase 1: Bidders must satisfy the mandatory administration criteria for them to be evaluated further. Bidders who do not meet the criteria will be disqualified and will not be eligible for further evaluation.

i) Phase 1: Mandatory Requirements

The supplier must submit all required documents indicated hereunder:

- CSD Registration certificate.
- Declaration of Interest SBD4. <https://etenders.treasury.gov.za/content/tender-documents>
- Declaration of Bidder's past Supply Chain Management Practices SBD9. <https://etenders.treasury.gov.za/content/tender-documents>
- B-BBEE Status Level 1 or 2 valid certificate (where preference points are claimed) (Certified Copy).
- Certified copy of registration certificate with CIPC or proof of ownership/ shareholding.
- The service provider must submit a Valid Tax Clearance Certificate for confirmation of Value Added Tax (VAT) and other Tax related matters (tax pin)
- Stamped Bank Confirmation Letter.
- The supplier must submit a **company profile** of the entity which includes but is not limited to the following:
 - 1.1. Name, structure, and strategies,
 - 1.2. Names and identity numbers of all directors, chief operating officers,
 - 1.3. Business; products and/or services which the entity is trading,
 - 1.4. Risk management strategy to mitigate against any risk that might arise for the duration of the contract,
- Three (3) testimonials/ references from previous contractors/clients.

A service provider that does not meet the above mandatory requirements will be automatically disqualified.

ii) Phase 2: Technical Evaluation:

Item	Criterion	Weighting
1	Service provider experience in delivering the training a) References – minimum of 3 reference letters.	20%
2	Methodology and Technical approach to the training a) Method of delivery.	40%
3	Personnel, Relevant Experience and qualifications of Proposed Trainers a) Minimum years of experience as a trainer.	40%

iii) Phase 3: Financial Evaluation:

This will be evaluated through Pricing and Broad-Based Black Economic Empowerment (BBBEE).

The 80/20 preference points system will apply and bidders are required to submit a BEE certificate/affidavit.

12. Proposal and Budget Submission Guideline:

The provider shall submit a technical inception report outlining how their training package meets the requirement, how they are going to carry out the training, how they intend following up on their trainees to ensure training takes place. In addition to the proposal a budget for the entire project must be submitted. The budget submission will be guided as follows:

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

13. Closing Date for Submission:

All proposals accompanied by all documents that qualify the applicant as an authorised entity to do business with the NDOH, should be submitted by email to **rfp@isibani.org.za** by **09 August 2021 at 16h00 South African time**. Please ensure the subject line states **ISI2021"COVID-19 Antigen RDT and HIV SS Training"**. Late submissions will not be considered, and only selected applicants will be contacted and/or advised of the outcome.

14. Compulsory Tender Briefing Session:

A virtual tender briefing will be conducted on the 28th of July 2021 at 10:00am via Zoom.

Join Zoom Meeting:

<https://zoom.us/j/92813745194?pwd=dmt0aEZ2WjQ0Q3JUaER0Znp6eXRiZz09>

Meeting ID: 928 1374 5194

Passcode: mMTv17