



**A NATION AT WAR WITH HIV & AIDS**

**CALL FOR EXPRESSION OF INTEREST**

-

**VMMC STUDY COORDINATOR**

<b>Procuring Entity:</b>	<b>National Emergency Response Council on HIV/AIDS (NERCHA)</b>
<b>Tender No:</b>	<b>EOI_03_2022</b>
<b>Issue date of Tender Documents:</b>	<b>16<sup>th</sup> June 2022</b>
<b>Submission date:</b>	<b>30<sup>th</sup> June 2022, 10:00 AM</b>



## SECTION 1: INVITATION TO TENDER

### **EXPRESSION OF INTEREST FOR THE STUDY COORDINATOR TO CONDUCT AN OPERATIONAL RESEARCH FOR UPTAKE OF VMMC SERVICES** No. EOI\_03\_2022

The National Emergency Response Council on HIV/AIDS, hereinafter referred to as NERCHA, is a Category A Public Enterprise established through the NERCHA Act No 8 of 2003 to coordinate the national multisectoral response to HIV and AIDS in the kingdom of Eswatini. In addition to its coordination role, NERCHA is also a Principal Recipient for grants from the Global Fund to fight AIDS, Tuberculosis and Malaria (“Global Fund”) and also manages other grants. NERCHA intends to apply part of the proceeds for eligible payments under a contract to Conduct an Operational Research for VMMC service uptake.

NERCHA hereby invites Expression of Interest (EOI) from suitable and qualifying organizations/ individuals to provide the qualification and capabilities in the following services:

#### **Contract Title: STUDY COORDINATOR TO CONDUCT AN OPERATIONAL RESEARCH FOR UPTAKE OF VMMC SERVICES**

Please read through this document carefully and provide the requested information together with ALL the required supporting documents. Tendering will be conducted through an Expression of Interest procedures specified in the Eswatini Public Procurement Act 7, 2011 and policies laid down by the Eswatini Public Procurement Regulatory Agency (ESPPRA). The Expression of Interest document can be downloaded from the ESSPRA website, [www.sppra.co.sz](http://www.sppra.co.sz) or collected from the NERCHA reception area.

Proposals are to be delivered or emailed to the address below at or before 1000hrs, on 30<sup>th</sup> June 2022. Proposals shall be valid for a period of 60 days after the deadline of tender submission. Late Proposals will be rejected. Bid Proposals will be opened in the presence of the Tenderers’ Representatives who choose to attend the tender opening at the Training Room at NERCHA in Mbabane, immediately after the closing time.

**All applications should be delivered or emailed at the address below, clearly marked “Confidential Response to Expression of Interest EOI\_03\_2022”, deposited into the tender box located NERCHA Reception area:**

The Tender Board  
National Emergency Response Council on HIV/AIDS  
Plot 738  
Farm 2  
Emajika Road  
Mbabane

Email: [procurement@nercha.org.sz](mailto:procurement@nercha.org.sz)

**Interested and qualifying bidders must provide information indicating their technical capacity, qualification and shall attach the following documents:**

1. Letter of confirmation of interest and availability
2. Original Valid Tax Compliance Certificate
3. Labour Compliance Certificate, Trading Licence, Form J & Form C *\*\* (Not applicable to individual consultants)*



4. Police Clearance Certificates
5. Certified copies of National Identity Documents (IDs)
6. A fully signed Declaration of Eligibility
7. Curriculum vitae for key personnel/ key staff who will work on this project.
8. Job and client reference for similar assignments in the last 5 years, including values of contracts; 3 client references letters for the provision of similar.
9. Demonstrate qualification and capability by completing and qualification and experience form.

Requests for clarification must be in writing via email to [procurement@nercha.org.sz](mailto:procurement@nercha.org.sz) NERCHA shall respond in writing via e-mail to any requests for clarification up until close of business on the 24<sup>th</sup> June 2022.

The purpose of this Request of Expression of Interest is to assist with the selection of a shortlist of bidders who will be invited to submit detailed technical and financial proposals.



## SECTION 2: INSTRUCTIONS TO TENDERERS

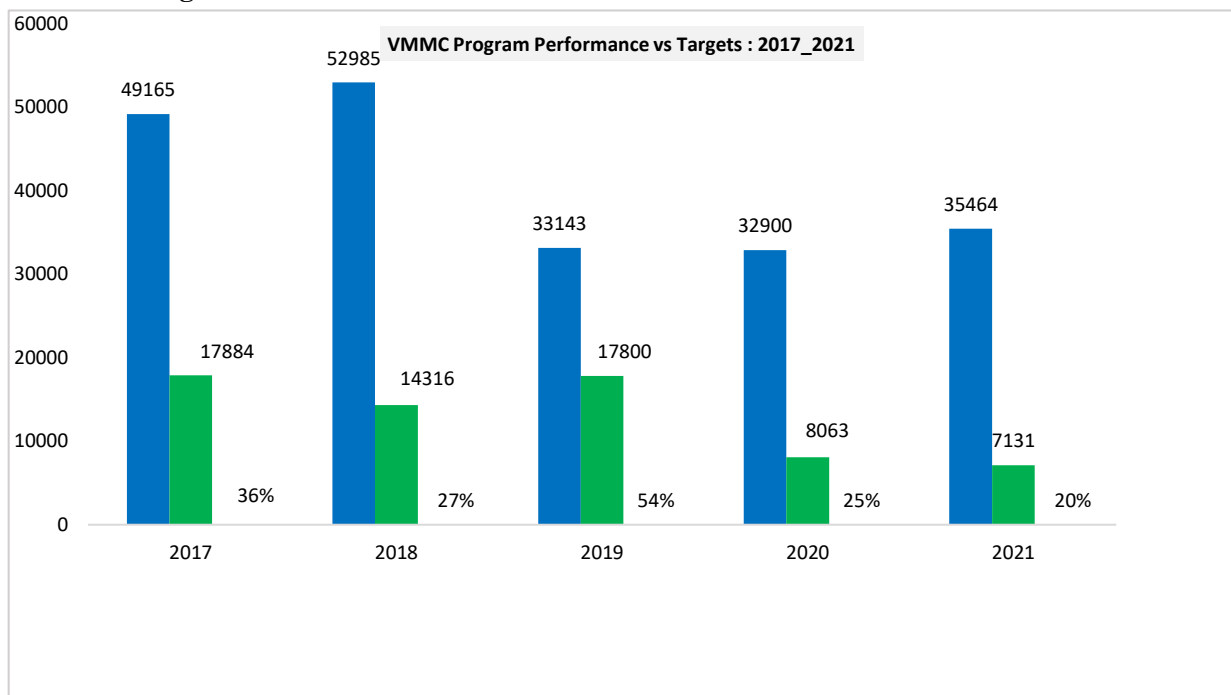
### I. INTRODUCTION

The VMMC service uptake is low, the VMMC program seeks to understand the barriers and challenges that results to sexually active men not to take up the service despite the service being offered free.

### II. BACKGROUND

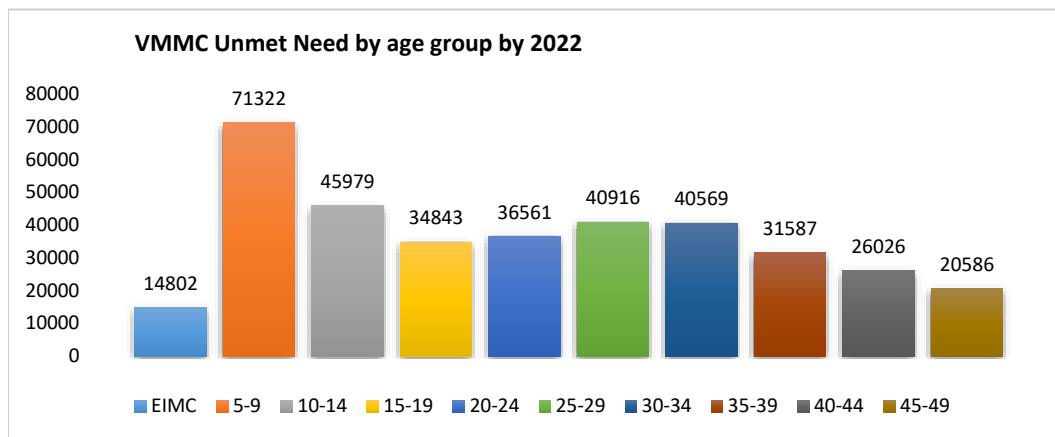
The VMMC program has been implemented in Eswatini since 2009. The Ministry of Health had a vision of achieving 80% circumcisions amongst eligible male population in Eswatini. When the program started, the country had 8% of males circumcised for other medical reason. In a 12-year period the program achieved 33% more circumcisions to bring national coverage to 41%, which is still below the 80% threshold. In program inception the program circumcised all males eligible for circumcision and in 2012 the program shifted focus to circumcise all males from the age group of 10-49 years. Early Infant Male Circumcision was also funded. In 2020 donor funding shifted focus to circumcise all males form the age group of 15-29 years as a priority group for immediate impact on HIV Prevention.

#### National targets vs Achievements



In the last 5 years, the program has failed to meet the national targets. As illustrated by the graph above the highest number of clients circumcised was 17884 in the year 2017. In 2020 the program recorded below 10 000 circumcisions for the first time.





The graph above illustrates the unmet need in the VMMC program for 2022.

Achieving 80% threshold has been a challenge. Demand generation has been one of the major challenges. Strategies that have been implemented by the program in demand generation are Back to school campaigns, community sensitization and mobilization (one on one discussions, school & workplace presentations, door to door sessions, dialogues). Predominantly the service is provided amongst the age group of 15 to 19 years with a low uptake in older men aged 24+. It is worth noting that in Eswatini we do not practice religious and traditional circumcision (rite of passage).

The program in the last 5 years have made some changes in service provision and demand generation. Ministry of Health visibility has increased in the program, service has shifted from a vertical model to an integrated model with VMMC services being provided routinely on daily basis. Demand generation mobilizers have shifted from roving teams to community-based mobilizers.

### III. OBJECTIVES OF THE ASSIGNMENT

This assignment's objective is to conduct research to understand the barriers and challenges of service uptake amongst men. The target group for the research are males from the age group of 15-29 years in communities (urban, peri urban and rural) and health facilities in Eswatini.

The research will assess the enablers and barriers to service uptake amongst the age groups.

The outcomes of the research will be;

- Scientific sampling method.
- Identify enablers for VMMC service uptake.
- Clear identification of the barriers and challenges faced by males for not taking up VMMC services.
- Identify settings or communities with peculiar barriers and challenges.
- Recommendations and solutions of the barriers and challenges.
- SWOT analysis for the program.



#### **IV. SCOPE OF WORK**

The Request for Expression of Interest will enable NERCHA to generate a shortlist of suitable potential tenderers who will conduct an Operational Research for VMMC uptake. The required services include but not limited to the following:

- 1) To develop a protocol for the research and present the protocol to ethics committee for approval.
- 2) Design research methodology and timelines according to study settings.
- 3) Design research instruments & tools for data collection and train data collectors on the tool.
- 4) Conduct a research study in both males and females.
- 5) Lead data collection
- 6) Assist in data validation
- 7) Compile report
- 8) Disseminate research findings to VMMC program and stakeholders

#### **V. EXPECTED OUTPUT/DELIVERABLES**

The Consultant will be expected to deliver, at the minimum, the following outputs:

- a. Inception Report
- b. Letter of approval from Ethics Committee for the research Protocol
- c. Final Report

#### **VI. EXPERIENCE & SKILLS**

The prospective Consultant is expected to meet the following minimum qualifications and competencies:

- ✓ Master in Public Health specializing in anthropology, health promotion, bio medical or related areas
- ✓ Relevant experience in the field of Social Behavioural Communication Change
- ✓ Minimum 5 years of experience in conducting qualitative and quantitative operational research and developing strategic plans for the health sector at national level
- ✓ Excellent competence in the elaboration of critical analysis, identification of solutions and preparation of reports in English
- ✓ Demonstrated skills in stakeholders' consultations
- ✓ Effective Communication Skills
- ✓ In order to be eligible for selection, the tenderer must provide documentary evidence

#### **VII. TIME FRAME**

The final report must be delivered and completed within 85 days of appointment.

#### **VIII. EVALUATION CRITERIA**

When evaluating the EOI, the following criteria shall be used:



- **Technical capacity relevant to service – 40%**
  - i) Master in Public Health, Anthropology, Health Promotion, Biomedical or related areas – 30
  - ii) Over 5 years’ experience in the field of Social Behavioural Communication Change – 10
  
- **Experience in conducting similar works; range and depth of experience with similar projects – 60%**
  - i) Minimum 5 years’ experience in conducting qualitative and quantitative operational research - 20
  - ii) Minimum 5 years developing strategic plans for the health sector at national level – 10
  - iii) Excellent competence in the elaboration of critical analysis, identification of solutions and preparation of reports - 10
  - iv) Experience in designing research methodology and instruments and tools for data collection - 10
  - v) Demonstrated skills in developing protocol for research – 10

**Only bidders who meet the minimum score of 70% shall be shortlisted for further evaluation.**

#### **IX. SHORTLISTED TENDERERS**

Tenderers who meet minimum requirements shall be shortlisted and invited to submit detailed proposals. NERCHA may conduct an onsite assessment to verify their presentation and assertions.

#### **X. VALIDITY OF EOI**

EOI will be valid for 60 days from the last day of submissions.

#### **XI. Withdrawal, Substitution, and Modification of Submissions**

A Service Provider may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

- (a) prepared and submitted in sealed envelopes and shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
- (b) received by the Purchaser prior to the deadline prescribed for submission of EOI.
- (c) Submissions requested to be withdrawn shall be returned unopened to the Bidders.

No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the EOI.



### SECTION 3: TENDER MANDATORY DOCUMENTATION SUBMISSION CHECKLIST

Sr No.	Documentation	Comply (YES/NO)
1	Submission of fully completed and signed letter of Application in the format outlined in Section 4	
2	<b>Valid and eligibility documents:</b>	
	(a) Copy of a Valid Trading Licence **	
	(b) Original Valid Tax Compliance Certificate	
	(c) A copy of Company VAT Registration **	
	(d) Police Clearance Certificates for Active Company Director **	
	(e) Certified copies of National IDs of Company's Directors/lead consultant	
	(f) Submission of Bidder's Declaration Form(s) duly completed, signed and stamped (Annex 2)	
	(g) Submission of copy of Company or Firm's Certificate of Incorporation/Registration, <i>certified by commissioner for oaths/notary public.</i> **	
	(h) Submission of copy of the Form J as issued by the Registrar of Companies on the Registrar's letterhead giving the names and shareholding of the directors/partners/sole proprietor, <i>certified by commissioner for oaths/notary public.</i> **	
3	Submission of Bidder's Declaration Form(s) duly completed, signed and stamped (Annex 2)	
4	Duly filled in the registration details of the company (Annex 3)**	
5	Duly filled and completed Qualification and Experience Form (Annex 4)  <i>Attach relevant client's reference letters addressed to NERCHA – on the client's letterhead for similar contracts</i>	
6	Submission of copies of Curriculum Vitae with certified copies of certificates for Key personnel	

**\*\* Not applicable for individual consultants**





## SECTION 4: LETTER OF APPLICATION

*Tenderers must provide a signed Tender Form on their company letterhead in the following unedited format. If the tender is being presented by a joint venture or consortium all members must sign the declaration.*

Date.....

Tender No. EOI\_03\_2022

**To:** The NERCHA Tender Board  
NATIONAL EMERGENCY RESPONSE COUNCIL ON HIV & AIDS  
PLOT 738 OF FARM 2  
EMJIKA ROAD  
MBABANE  
ESWATINI

Dear Sirs,

1. Having read, examined and understood all of the pre-qualification information provided in the Expression of Interest Document, the receipt of which is hereby duly acknowledged, we, the undersigned, hereby apply to be shortlisted by yourselves as a potential consultant to Conduct an Operational Research for VMMC service uptake.
2. We agree to abide by this Tender for a **period of 60 days (please indicate validity of your tender)** from the date fixed for tender opening as per the Expression of Interest Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. This application, together with your written notification of being shortlisted thereof, shall not constitute a contract between us nor commit NERCHA to any actual tender or amount of contract.
4. We understand that you are not bound to accept any application you may receive.
5. We declare that the statements made, and the information provided in our Expression of Interest tender document are complete, true, and correct in every detail.

Yours sincerely,

---

Name of Bidder

---

Name and Capacity of authorized person signing the Application

---

Signature of authorized person signing the Tender  
Stamp or Seal of Bidder



ANNEX 1

DECLARATION OF ELIGIBILITY

[All Tenderers must meet the following criteria, to be eligible to participate in public procurement. Tenderers must provide a signed declaration on their company letterhead in the following format. If the tender is being presented by a joint venture or consortium all members must sign the declaration]

[>>> Name of Tenderer, Address, and Date>>>]

Dear Sirs

Re Tender Reference .....

In accordance with the eligibility requirements of the Invitation to Tender documents we hereby declare that: -

- (a) We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract.
(b) We are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.
(c) We have fulfilled our obligations to pay taxes and social security contributions.
(d) We declare that we adhere to basic labour legislation.
(e) We have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter a contract within a period of five years preceding the commencement of the procurement proceedings; and
(f) I/We declare that we are eligible to participate in the above-mentioned public procurement tender as per section 40 of the Public Procurement Act 2011.
(g) We further declare that we are not Politicians and or Public Officers as described by the Public Procurement Act 2011
(h) That we do not have a conflict of interest in relation to the procurement requirement as defined in the Instructions to Tenderers.
(i) I/We are aware that, where it shall be found that any or all of the below mentioned directors of our Company have provided misleading information in preparing this tender document, the tender will be cancelled, and contracts awarded shall be terminated immediately.
(j) We understand that this procurement is supported through The Global Fund grant. I/We represents

Name \_\_\_\_\_ (In the capacity of) \_\_\_\_\_

Duly authorized to sign Tender \_\_\_\_\_ Date \_\_\_\_\_



**ANNEX 2**

**TENDERER INFORMATION**

As registration for the prequalification exercise, bidders are to fill in their details appropriately which will be in the format of the Confidential Business Questionnaire below:

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applies to your type of business and Part 3.

**You are advised that it is a serious offence to give false information on this form.**

	<p><b>Part 1 General</b></p> <p>Business Name.....</p> <p>Contact: .....</p> <p>County Business is located..... Town Business is located.....</p> <p>Name of Building &amp; Floor .....</p> <p>Plot No: .....Street/Road .....</p> <p>Postal address: ..... Tel No. .... Email .....</p> <p>Other towns with business presence .....</p> <p>Nature of Business: .....</p> <p>Registration Certificate No: (on the certificate of registration issued by Registrar of Companies) .....</p>																													
	<p><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full..... Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details</p> <p>.....</p>																													
	<p><b>Part 2 (b) – Partnership</b></p> <p>Given details of partners as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....				
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	<p><b>Part 2 (c) – Registered Company</b></p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Nominal SZL</th> <th style="width: 40%;">Issued SZL</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Nominal SZL	Issued SZL	.....	.....		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....
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	<p>5. Etc.</p>
	<p><b>Part 3 (a) Financial Information</b></p> <p>State your turnover in the last two years? Also provide <i>Copies of Balance Sheet &amp; Profit &amp; Loss Account of your most recent 2 year(s) audited accounts – certified by the auditor:</i></p> <p>SZL..... for year ended ---/---/-----</p> <p>SZL..... for year ended ---/---/-----</p> <p><b>Part 3 (b) Statutory and other obligations</b></p> <p>Has your organization met all its statutory and other obligations to pay its obligations and staff during the past year (YES/NO) -----</p> <p>If NO, please give details</p> <p>.....</p> <p>.....</p>
	<p><b>Part 3 (c) Past Performance</b></p> <p>List any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority within the last three years (YES/NO) -----</p> <p>If yes, give details:</p> <p>.....</p> <p>.....</p>
	<p><b>Part 3 (d) Banking information</b></p> <p>State the name(s) and branch of your bankers for reference. <i>Also Provide a bank reference letter on the bank's letterhead giving the bidder's credit worthiness:</i></p> <p>Name of Bank and branch: .....</p> <p>Account Name: .....</p> <p>Bank Account number(s): .....</p> <p>Contact Person Name and contacts: .....</p>

Signed: ..... Date: .....

STAMPED



## ANNEX 4

### QUALIFICATION AND EXPERIENCE

#### A. Consultant's Experience

*[Use the format below to provide information on three assignments for the consultant was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under this assignment]*

We may contact these references but cannot commit to contacting all references received.

#### Assignment 1:

Assignment name:	Approx. value of the contract [>>>>Amount in Lilangeni (SZL) in figures and in words>>>]:
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N <sup>o</sup> of staff-days/months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract [>>>>Amount in Lilangeni (SZL) in figures and in words>>>]:
Start date [>>>> month/year>>>]: Completion date [>>>> month/year>>>]:	N <sup>o</sup> of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director, Project Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by you within the assignment:	
Contact person and contact details:	



## Assignment 2:

Assignment name:	Approx. value of the contract [>>>>Amount in Lilangeni (SZL) in figures and in words>>>]:
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N <sup>o</sup> of staff-days/months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract [>>>>Amount in Lilangeni (SZL) in figures and in words>>>]:
Start date [>>>> month/year>>>]: Completion date [>>>> month/year>>>]:	N <sup>o</sup> of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director, Project Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by you within the assignment:	
Contact person and contact details:	



**Assignment 3:**

Assignment name:	Approx. value of the contract [>>>>Amount in Lilangeni (SZL) in figures and in words>>>]:
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N <sup>o</sup> of staff-days/months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract [>>>>Amount in Lilangeni (SZL) in figures and in words>>>]:
Start date [>>>> month/year>>>]: Completion date [>>>> month/year>>>]:	N <sup>o</sup> of professional staff-months provided by associated Consultants:
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Narrative description of Project:	
Description of actual services provided by you within the assignment:	
Contact person and contact details:	

Signed: ..... Date: .....

**STAMPED**

