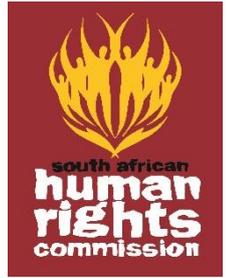


SOUTH AFRICAN HUMAN RIGHTS COMMISSION

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Terms of Reference:

Research Study on Urban-Rural divide in healthcare in South Africa

Deadline for Submissions: 08 December 2022

SAHRC RFP 18-2022

Type of agreement:	Consultancy Agreement
Supervising:	SAHRC Healthcare Focus Area, Office of the Chairperson
Duration:	2 Calendar months

1. Background and Context

The South African Human Rights Commission (**SAHRC** or **Commission**) is an independent institution established in terms of section 181 of the Constitution of the Republic of South Africa, 1996 (**Constitution**) to support constitutional democracy. In terms of section 184(2) of the Constitution, the Commission is empowered to investigate and report on the observance of human rights; to take steps to secure appropriate redress where human rights have been violated; to research, and to educate. In this context, the Commission seeks a research consultant to undertake a country-level context-specific analysis on the urban/rural divide in the healthcare environment of South Africa, which will form the basis of and inform the Commission's policy position and programmatic initiatives – specifically in the healthcare focus area.

South Africa is a profoundly unequal country with incredibly high levels of unemployment and poverty. Our divided spatial realities result from our long and painful history of racial segregation, dispossession, forceful expulsion, and eviction from indigenous lands occasioned by the Colonial and Apartheid regimes. The Group Areas Act is one example, which forcibly displaced mass populations of black people. Although some efforts have been

taken to bridge this gap, there continues to be a widening gap between the urban areas, often well-developed, and rural areas, usually under-developed. COVID-19 also furthers this widening gap between urban areas and rural areas. In the context of healthcare specifically, the gap is widening at a rate that far exceeds our collective pace to bridge it.

Against this background, the Commission seeks to undertake a contextual and analytical study on the rural/urban divide in South Africa. The Commission is interested in how the division between rural and urban areas translates in healthcare outcomes.

2. The Purpose and Objectives of the study

The proposed study aims to undertake a country-level context-specific analysis to develop a baseline study on the urban/rural divide in South Africa, which will form the basis of and inform the Commission's policy position and programmatic initiatives – specifically on healthcare. The main aim of the study is to conduct a comprehensive and qualitative analysis to:

- a. Understand the impact and scale of the urban/rural divide in healthcare outcomes in South Africa.
- b. Establish the causes of the urban/rural divide in the South African context, with a review of the relevant history and its continuing legacies.
- c. Establish the consequences of the urban/rural divide, the state of healthcare in rural areas, and the circumstances of inhabitants of rural areas.
- d. Review the impact of the intersecting factor of urban rural migration.
- e. Review measures (legislative, policy or otherwise) that have been put in place to bridge this gap in health outcomes.
- f. Review data collection methodology (including data parameters and scope) and sources and provide recommendations to strengthen healthcare outcomes for rural areas.
- g. Gain an understanding of the obstacles to solutions; Identify challenges and bottlenecks through consultations with relevant stakeholders and through research. The study will also create a platform for stakeholders to assess the available data, literature and workstreams on the matter.
- h. Develop an appropriate set of findings and in line with the objectives of the global 2030 Agenda and Sustainable Development Goals, taking into account best practices of other countries: and
- i. To recommend appropriate interim and long-term solutions and interventions.

The above objectives may be further refined after more in-depth discussions with the SAHRC.

3. Research Deliverables

The study will require a Research Consultant who is expected to work in consultation with the SAHRC in designing, developing, and implementing this research project. The following key components are envisioned:

a. Inception Report:

- i. Design, development, and finalisation of the research methodology in consultation with the SAHRC, the research consulting team will be expected to design a research methodology best suited to meet research objectives.
- ii. Literature review of existing discourse, including a review of research reports done by government, civil society organisations, nongovernment, and international organisations; Legal and policy framework; available data from different sources; relevant global and national policies and legal documents relating to the rural/urban divide.
- iii. An outline for the final report that will contain at least the following: Executive Summary of the research findings (max three pages; with reference to: Purpose of the research, methodology used, findings, recommendations), Background, Key findings, Recommendations and Annexes.

b. Draft Report

- i. Produce the first report with input and comments from the SAHRC.

c. Final Report

- i. Produce a final report which incorporates contributions from the SAHRC. For purposes of quality control, the final report must be approved by the Office of the Chairperson to be considered final.

4. Research Qualifications and Requirements

The research consultant must:

- a. Have a master's degree, preferably in public healthcare, human rights, or social sciences.
- b. Have work experience preferably not exclusively in the field of human rights research, including data collection, analysis and report writing.

- c. Have proven knowledge of and experience in implementing research methodologies, including quantitative and qualitative data collection methods.
- d. Demonstrate a sound knowledge of legal and socio-historic frameworks in South Africa.
- e. Published research is a definite advantage.
- f. Be resident/registered in South Africa.

5. Desired Expertise and Competencies

a. Corporate competencies

- i. Demonstrates commitment and dedication toward the Commission's mission, vision, and values.
- ii. Proven organisational and interpersonal skills, and ability to work in a multicultural team environment.
- iii. Ability to work under pressure and according to deadlines.
- iv. In addition to skills such as Word, PowerPoint, and Excel.

b. Orientation and communication

- i. Good interpersonal and networking skills.
- ii. Ability to establish and maintain effective working relations between colleagues and seniors.
- iii. Supports and encourages open communication in the team and facilitates teamwork.
- iv. Ability to work independently, with minimum supervision.
- v. Ability to work with multiple stakeholders from various disciplines and fields.

c. Professional and technical competencies required of the contractors

- i. Professionalism (conduct data analysis using various methods, apply independent judgment, plan own work, manage competing priorities, persistently pursue goals and despite challenges, calm, receptive to new ideas).
- ii. Communication: (Speaks and writes concisely, in plain language, clearly and effectively; shows interest in two-way communication; is open to sharing information and keeping relevant persons informed).

- iii. Teamwork: (Works effectively in a collaborative effort with others, acknowledges the contribution of others and accepts responsibility).
- iv. Planning and organising: (Develops clear goals consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities when required; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently).
- v. Accountability: (Takes ownership of all responsibilities and honours commitments; delivers outputs as agreed on time, good quality and within budget; provides support to team members, provides oversight and takes responsibility for assignments; takes responsibility for shortcomings, where applicable).

d. *Managerial competencies (for lead consultant)*

- i. Leadership: establishes and maintains relationships with a broad range of people; anticipates and resolves conflicts by pursuing mutually agreeable solutions; demonstrates ethical leadership and self-awareness.
- ii. Shows initiative and innovation, can troubleshoot and work towards deadlines.

6. Research Management and Quality Assurance

The consulting researchers will work under the supervision of the Office of the Chairperson of the SAHRC, which heads the Healthcare Focus Area of the Commission. The Office of the Chairperson will exercise quality control over the entire process, and the finality of the report will be subject to approval by the Office of the Chairperson.

7. Language Requirements

The project will be done in English; therefore, proficiency in spoken and written English is required. In addition, familiarity with other South African languages is considered an asset.

8. Project Timelines

The project should be concluded within two (2) calendar months from the agreement's signing date.

9. Payment

- a. The SAHRC shall affect payments to the Consultants at the negotiated rate and payment schedule - based on the achievement of successive project milestones.
- b. If the price/rate offered by a tenderer scoring the highest points is not market-related, the Commission may not award the contract to that tenderer.
- c. The Commission may:
 - i. negotiate a market-related price/rate with the tenderer scoring the highest points or cancel the tender.
 - ii. if the tenderer does not agree to a market-related price/rate, negotiate a market-related price/rate with the tenderer scoring the second highest points or cancel the tender.
 - iii. if the tenderer scoring the second highest points does not agree to a market-related price/rate, negotiate a market-related price/rate with the tenderer scoring the third highest points or cancel the tender.

10. No Obligation to proceed

The Commission reserves the right to discontinue the RFP evaluation process at any time. It will not be responsible for any losses incurred by the Bidder due to discontinuance of the RFP process.

11. Submission Requirements

- a. Interested individuals are requested to submit a proposal, including:
 - i. Letter of Interest clearly stating your suitability, relevant experience, and qualifications, as well as your understanding of the assignment.
 - ii. The methodology proposed for this assignment.
 - iii. Written sample(s) no less than ten pages (in English).
 - iv. Copy of CV including the names of at least two contacts for references.
 - v. All other documents for the fulfilment of the Functionality evaluation criteria outlined above.

12. Evaluation Criteria

- a. Please note that all quotes received will be evaluated based on the following criteria: functionality criteria will be further evaluated on applicable values as outlined below:

0 = **Unacceptable**, 1 = **Serious Reservations**, 2 = **Minor Reservations**, 3 = **Acceptable**, 4 = **Good**, and 5 = **excellent**

- i. Please note that the following evaluation criteria will be used:
- ii. Price evaluation is based on the 80/20 preferential point system.
- iii. The minimum threshold for qualification by Functionality is 70%, assessed as per the criteria listed in Table 1 below:

Table 1: Functionality evaluation

	Criteria	Percentage weighting	Score
1.	<p>Previous experience working on similar projects or engaging in similar research work. Demonstrable industry experience in the form of reference letters or examples of previous work The reference letters must include the following:</p> <ul style="list-style-type: none"> - Dated and signed by the company - On the approved letterhead of the company <p>0 – No reference letters/previous work submitted 1 – 1 reference letter/previous work submitted 2 – 2 reference letters/previous work submitted 3 – 3 reference letters/previous work submitted 4 – 4 reference letters/previous work submitted 5 – 5 reference letters/previous work submitted</p>	35	
2.	<p>Skills and competencies of the experts in the form of curriculum vitae 0 – no CV submitted 1 – Qualifications 2 - Qualifications and experience</p>	25	

	3 – Qualifications and experience, and skills relevant to the terms of reference 4 to 5 – Qualifications, experience, skills relevant to the terms of reference, contactable references		
3.	The comprehensiveness of the approach that will be used, understanding of the issues, and skilfulness of the proposed methodological approach.	25	
5.	High-level work plan with an overview of timelines, key milestones and a cost breakdown indicating the major cost drivers.	15	
	Total	100	

Bidders must obtain a minimum threshold of 70% on Functionality to proceed to the next stages of the evaluation process. Failure to obtain the minimum of 70% will result in your bid being considered non-responsive.

Price and BBEE evaluation

Only Bidders that have met the 70% threshold to be considered for price and BBEE. Price and BBEE will be evaluated as follows:

In terms of regulation 6 of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated on the 80/20-preference point system in terms of which points are awarded to bidders based on:

- The bid price (maximum 80 points)
- B-BBEE status level of contributor (maximum 20 points)

i. Stage 1 – Price Evaluation (80 Points)

Criteria	Points
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80

The following formula will be used to calculate the points for price:

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{min} = Comparative price of lowest acceptable bid

ii. Stage 2 – BBEE Evaluation (20 Points)

a. BBEE Points allocation

A maximum of 20 points may be allocated to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

B-BBEE points may be allocated to bidders on submission of the following documentation or evidence:

A duly completed Preference Point Claim Form: Standard Bidding Document (SBD 6.1); and

B-BBEE Certificate

13. Submission Requirements and Contact Details

- a. To be considered as the preferred service provider, kindly submit the following:
- b. Proposal
- c. Valid Tax Clearance Certificate
- d. BBBEE Certificate.
- e. Company Profile
- f. SBD 4 document signed
- g. SBD 6 document signed
- h. SBD 7.2 document signed
- i. Latest CSD report at the time of quotation

14. Please submit quoted proposals via email by 08 December 2022 before 11h00.

All documentation must be emailed to: Tenderoffice@sahrc.org.za using the reference number of the TOR

For further information or technical clarification please contact Ms Hlengiwe Khumalo at hkhgumalo@sahrc.org.za