

TERMS OF REFERENCE

Technical Consultant: Development of South Africa's Global Fund Grant Cycle 8 (GC8) Request for Funding Monitoring and Evaluation Expert

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Pretoria, South Africa (remote)
DURATION OF CONTRACT	12 months

Purpose of Assignment

The purpose of this consultancy is to provide strategic and technical monitoring and evaluation (M&E) expertise for the development of the M&E components of South Africa's Global Fund Grant Cycle 8 (GC8) Request for Funding (RF). The consultant will ensure that all M&E, performance measurements, and reporting requirements are evidence-based, technically robust, and fully aligned with Global Fund guidance and requirements across all funding request modules.

Working closely with the Country Coordinating Mechanism (CCM), SANAC Secretariat, Request for Funding Sub-Committee, Lead Coordinator, Lead Writer, SANAC units, technical consultants, Principal Recipients (PRs), and other key stakeholders, the consultant will lead the development of all M&E-related sections and annexes of the funding request. This includes the Programmatic Gap Analysis, Programmatic Gap Table, costed M&E module and plan, Performance Framework, indicators, targets, and any additional monitoring, evaluation, and performance reporting documentation required by the Global Fund.

The consultant will ensure full alignment between the M&E framework and the proposed programme interventions, Modular Framework, Performance Framework, Detailed Budget, Strategic Technical Components (STCs), Prioritized Above Allocation Request (PAAR), and all relevant Global Fund policies, technical guidance, and GC8 prioritization requirements.

As part of the funding request development process, the consultant will actively support country dialogue and stakeholder engagement processes through participation in technical consultations, writing retreats, validation workshops, and review meetings. The consultant will ensure that M&E considerations are systematically integrated throughout the design and development of the funding request.

The consultant will also support the finalization and quality assurance of the application, including addressing comments and recommendations from the Global Fund Country Team (CT) and the Technical Review Panel (TRP), and making any necessary revisions to strengthen the overall funding request.

Background

The South African National AIDS Council (SANAC) is a multi-sectoral body established to coordinate South Africa's response to HIV, Tuberculosis (TB) and Sexually Transmitted Infections (STIs). The South African Country Coordinating Mechanism (CCM), hosted by SANAC, is responsible for coordinating the development and submission of funding requests to the Global Fund to Fight AIDS, Tuberculosis and Malaria (GF) and for overseeing the implementation of GF grants.

South Africa is preparing its Grant Cycle 8 (GC8) Request for Funding for the implementation period 1 April

2028 to 31 March 2031. The GF has allocated USD 402,982,744 to South Africa to support the implementation of programmes for HIV, Tuberculosis (TB) and Resilient and Sustainable Systems for Health (RSSH), subject to the development and approval of a technically robust and competitive Request for Funding.

The Request for Funding must be developed through an inclusive country dialogue process and be informed by robust country epidemiological, programmatic, financial and operational evidence. The application must align with South Africa's National Strategic Plan and comply with the GF Allocation Letter, Request for Funding Instructions, Modular Framework, Prioritisation Guidance, Sustainability, Transition and Co-financing (STC) Policy, Technical Review Panel (TRP) review criteria and other applicable GF guidance.

To support the development of a high-quality Request for Funding, SANAC seeks to appoint a Monitoring and Evaluation (M&E) Consultant to provide technical expertise in the development of the M&E components and module of the application. The consultant will work closely with the Lead Coordinator, Lead Writer, technical consultants, SANAC Secretariat, CCM structures, Principal Recipients (PRs) and key stakeholders to ensure that the M&E Module and Plan, Programmatic Gap Analysis, Performance Framework and other M&E components are technically strong, evidence-based and aligned with GF requirements.

The consultancy is primarily based in South Africa, and travel may be required.

Scope of Work

3.1 Inception

The consultant will participate in an inception meeting with SANAC, the Request for Funding Sub-Committee, Lead Writer and relevant stakeholders to confirm the scope of work, methodology, deliverables, reporting arrangements and timelines for the assignment. The consultant will prepare an inception report and detailed workplan outlining the proposed approach, in the writing of the M&E component of the Funding Request, including stakeholder engagement plan, quality assurance mechanisms, deliverables, timelines and potential risks to successful completion of the assignment.

3.2 Evidence Review, Programme Analysis and M&E Framework Development

The consultant will undertake a comprehensive review of epidemiological, programmatic, M&E, strategic and operational evidence required to inform the M&E components of South Africa's GC8 Request for Funding.

Working closely with the Lead Coordinator, Lead Writer, SANAC Units, technical consultants, PRs and relevant stakeholders, the consultant will review current programme performance, existing monitoring systems, indicators, targets, national datasets, programme evaluations, Population Size Estimates, implementation experiences and emerging evidence to inform the development of the targets, M&E Plan and Performance Framework.

The consultant will lead the development of the Programmatic Gap Analysis, Programmatic Gap Table, M&E module, Plan, Performance Framework, indicators, targets and other M&E annexes, ensuring that all evaluation documentation is fully aligned with the proposed programme interventions, Modular Framework, Detailed Budget and other applicable GF guidance. To do so the consultant will collaborate with other consultants to ensure that all M&E related components are comprehensively developed and integrated across the Request for Funding.

The consultant will work closely with PRs and technical teams to ensure that programme indicators, baselines, targets, data sources, reporting arrangements and performance measures are realistic, measurable and internally consistent across the Request for Funding.

3.3 Development, Consultation and Validation

The consultant will coordinate the preparation of all M&E components of the Request for Funding and ensure consistency between the funding request narrative and all supporting annexes.

As required, the consultant will participate in dialogue sessions, technical working groups, country bilateral

consultations, writing retreats, validation workshops and relevant CCM meetings, presenting M&E module activities, facilitating technical discussions where required and ensuring that stakeholder inputs with supported evidence are appropriately reflected in successive drafts.

Working closely with the Lead Coordinator, Lead Writer, SANAC units and other technical consultants, the consultant will ensure that all M&E documentation accurately reflects agreed programme priorities, implementation arrangements and performance measurement requirements and complies with GF monitoring and evaluation guidance.

3.4 Finalisation and Submission

The consultant will undertake final quality assurance of the M&E Plan, Programmatic Gap Table, Performance Framework, all supporting annexes, ensure alignment and consistency across the Request for Funding and revise the monitoring and evaluation documentation in response to comments from SANAC, CCM, GF CT and TRP, as required.

4. Roles and Responsibilities

UNICEF and SANAC will jointly provide strategic oversight and technical guidance throughout the consultancy.

UNICEF will:

Manage the consultancy contract.

Provide technical oversight and quality assurance for all deliverables.

Coordinate with relevant regional and national technical specialists.

Process consultant payments based on approved deliverables.

SANAC will:

Provide technical guidance and strategic oversight.

Coordinate stakeholder engagement and participation.

Facilitate validation workshops and related consultations.

Review and approve deliverables.

The consultant will:

While the consultancy spans 12 months, the assignment is milestone driven. The consultant will be expected to manage and allocate the consultancy days in line with the Request for Funding development schedule, with limited inputs during the inception phase in 2026 and more intensive support required during the development, review and finalization of the Request for Funding. The highest level of effort is anticipated during the drafting and refinement of the Request for Funding (March to June 2027), submission of the Funding Request (July 2027), Thereafter, the Technical Review Panel (TRP) comments, anticipated during October and November 2027.

As requested, the consultant may be expected to participate in technical working groups, country dialogue sessions, bilateral consultations, writing retreats, validation workshops, relevant CCM meetings. The consultant will also collaborate closely with the other technical consultants

Produce all agreed deliverables within the agreed timelines and quality standards.

Arrange and provide all necessary equipment, software, travel, accommodation, and facilitation resources required to undertake the assignment.

Ensure that recommendations are practical, evidence-based, and aligned with national priorities

Deliverables/Outputs	Work Assignments Overview	Delivery deadline to complete the deliverable

1. Inception report and workplan	An inception report outlining the methodology, stakeholder engagement approach, workplan, timelines, quality assurance process and risk mitigation measures for the assignment.	30 December 2026
2. Programmatic Gap Analysis and M&E Framework	Develop the Epidemiological Programmatic Gap Analysis, Programmatic Gap Table, Monitoring and Evaluation Plan, draft Performance Framework, indicators, targets and recommendations to inform programme prioritisation and investment decisions.	28 March 2027
3. Draft 1 M&E Components	Prepare the first complete draft of the Monitoring and Evaluation module, Plan, Programmatic Gap Table, Performance Framework, all other required monitoring and evaluation annexes and ensuring that all M&E related components are comprehensively developed and integrated across the Request for Funding.	30 May 2027
4. Draft 2 M&E Components	Prepare the second complete draft of the Monitoring and Evaluation module, Plan, Programmatic Gap Table, Performance Framework, all other required monitoring and evaluation annexes, ensuring consistency and alignment across documentation and ensuring that all M&E related components are comprehensively developed and integrated across the Request for Funding.	31 August 2027
5. Final M&E Components	Prepare the final complete draft of the Monitoring and Evaluation module, Plan, Programmatic Gap	13 February 2027

	Table, Performance Framework, all other required monitoring and evaluation annexes, ensuring consistency and alignment across documentation and ensuring that all M&E related components are comprehensively developed and integrated across the Request for Funding.	
6. TRP Responses	Prepare responses to comments received from the GF CT and the Technical Review Panel and revise all monitoring and evaluation documentation until completion of the application review process.	30 October 2027

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.

UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

**QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES
(CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

Education:

- Postgraduate qualification (Master's degree or PhD) in Public Health, Epidemiology, Biostatistics, Monitoring and Evaluation, Development Studies, Health Information Systems, Social Sciences or another relevant discipline.

Work Experience:

- At least ten (10) years' demonstrated experience in Strategic Information, including M&E, Surveillance, Health Information Systems, Research and Survey
- Demonstrated experience supporting at least two successful GF Requests for Funding or comparable international donor-funded multisectoral health programmes.
- Demonstrated experience in developing Monitoring and Evaluation Plans and systems, Performance Frameworks, Programmatic Gap Analyses, indicator matrices, targets and results frameworks.
- Experience facilitating stakeholder consultations and working with multidisciplinary technical teams in complex programme design processes

Language Requirements:

- Language: proficiency in English - written and spoken

Knowledge/Expertise/Skills:

- Excellent analytical, data analysis and analytics, report writing and communication skills.
- Extensive knowledge of HIV, TB and RSSH programmes, including national monitoring and evaluation systems.
- Strong understanding of the GF Funding Request Instructions, Modular Framework, Performance Framework requirements, TRP expectations and performance measurement guidance.
- Strong analytical and strategic thinking skills.
- Demonstrated expertise in monitoring and evaluation systems, indicator, targets development and performance measurement.
- Excellent knowledge of GF monitoring and evaluation requirements.
- Strong coordination, facilitation and stakeholder engagement skills.
- Excellent report writing, presentation and communication skills.
- Ability to analyse complex datasets and translate findings into programme recommendations.
- Ability to work independently and collaboratively under pressure while delivering high-quality outputs within tight timelines.

Technical Proposal Requirements:

The technical proposal should clearly demonstrate the service provider's understanding of the Terms of Reference (TOR) and their ability to deliver the required assignment. The proposal should include:

1. Understanding of the Assignment

Brief description of the consultant's understanding of the objectives, scope, and expected outputs of the assignment. Identification of key considerations, challenges, and opportunities.

2. Technical Approach and Methodology

Proposed methodology for implementing the assignment.
Description of tools, frameworks, and approaches to be used.

Quality assurance mechanisms to ensure delivery of high-quality outputs.

3. Work Plan and Timeline

Detailed activity schedule aligned with the TOR.

Proposed milestones and deliverables.

Indication of level of effort and availability.

4. Relevant Experience

Description of similar assignments completed

Summary of the outcomes achieved in previous assignments.

5. Sample Work

Provide at least two examples of previous work relevant to the assignment, which may include:

Strategic plans.

Technical reports.

Implementation frameworks.

Training materials.

Monitoring and evaluation tools.

Concept notes or policy documents.