



REQUEST FOR QUOTATION (RFQ)

Development of a Monitoring, Evaluation, and Learning (MEL) Framework and Consortium Indicator Tracking System

RFQ Number: HSPN/RFQ/MEL/2026/01

Issue Date: 19 June 2026

Deadline: 24 June 2026, 11 am. Applications submitted beyond this time will not be accepted.

1. BACKGROUND

The HIV Survivors and Partners Network (HSPN) is implementing the project titled "Closing the Paediatric HIV Testing and Treatment Gap" in partnership with two consortium members. The project focuses on identifying children at risk of HIV infection, facilitating HIV testing and linkage to care, supporting treatment initiation and adherence, strengthening caregiver treatment literacy, establishing adolescent support groups, and improving retention in care among children and adolescents living with HIV. HSPN seeks to appoint a suitably qualified consultant or firm to develop a comprehensive Monitoring, Evaluation, and Learning (MEL) Framework and a standardized, consortium-wide indicator-tracking system to support performance monitoring, data quality assurance, reporting, and donor accountability across all consortium partners.

2. OBJECTIVE OF THE ASSIGNMENT

The overall objective is to develop a robust MEL Framework and practical reporting tools that enable HSPN, We Care, and ZEC to consistently collect, verify, analyze, and report program performance data.

3. SCOPE OF WORK

The consultant will be required to:

3.1 Review Project Documentation

Review all relevant project documents, including:

- Implementation plans
- Reporting tools
- Indicator requirements
- Workplans and targets
- Existing data collection tools and registers

3.2 Develop a Consortium MEL Framework

The framework should include:

- Data Flow and Reporting Pathways
- Data Quality Assurance Plan
- Data Verification Procedures
- Reporting Calendar
- Roles and Responsibilities Matrix
- Risk and Assumptions Framework

3.3 Develop a Consortium Indicator Tracker

Develop a Microsoft Excel-based tracker with:

Partner-level reporting sheets:

- HSPN
- We Care
- ZEC

Automated dashboards showing:

- Monthly performance
- Quarterly performance
- Cumulative achievements
- Partner comparison
- Target attainment percentages
- Geographic performance trends
- Reporting completeness
- Reporting timeliness

The tracker should include automated calculations and visual dashboards.

4. INDICATORS TO BE INCLUDED

The consultant should, at a minimum, include indicators relating to:

Community Screening and Case Finding (Monthly)

- Household visits conducted
- Children screened
- Caregivers reached
- At-risk children identified

HIV Testing Cascade (Monthly)

- Children referred for HIV testing
- Children tested
- HIV-positive children identified
- Newly diagnosed children identified

Treatment Cascade

- Children linked to care
- ART initiations

- LTFU children traced
- Children re-engaged in care

Treatment Literacy and Adherence

- Caregiver treatment literacy sessions
- Adolescent treatment literacy sessions
- Advanced adherence support cases
- Viral load support interventions

Viral Load Outcomes (Monthly)

- Children with viral load >50 copies/ml identified
- Children receiving enhanced adherence support
- Children achieving viral suppression

Adolescent Support Groups (Monthly)

- Adolescents enrolled
- Support group sessions conducted
- Attendance rates
- Journal distribution and case management completion

Systems Strengthening (Monthly)

- Facility engagements
- Hospital engagements
- ECD centers engaged
- Community dialogues

Programme Management (Monthly)

- Data quality assessments conducted
- Data verification meetings conducted

5. DELIVERABLES

The consultant shall deliver:

Deliverable 1

Monitoring, Evaluation and Learning Framework

Deliverable 2

Indicator Reference Guide

Deliverable 3

Excel Indicator Tracker and Dashboard

Deliverable 4

Training of consortium staff on use of the framework and tracker

Deliverable 5

Interactive Consortium Performance Dashboard Package: The consultant shall develop one (1) consortium-wide management dashboard and three (3) partner-specific dashboards (HSPN, We Care, and ZEC), including automated visualizations, target tracking, reporting completeness monitoring, data quality checks, and performance alerts. The dashboards shall be user-friendly and designed for monthly management review meetings, consortium reporting, donor reporting, and program performance monitoring.

6. DURATION

The assignment is expected to be completed within one (1) week of the contract signature date.

7. REQUIRED QUALIFICATIONS

The consultant or firm should demonstrate:

- At least five years' experience in monitoring and evaluation
- Experience developing MEL frameworks for donor-funded programs
- Experience in HIV, TB, public health, community systems strengthening, or child health programs
- Strong Excel dashboard development skills
- Experience supporting consortium or multi-partner programs
- Knowledge of South African NGO reporting systems

8. SUBMISSION REQUIREMENTS

Interested consultants should submit:

- Technical proposal
- Methodology and work plan
- Company profile or CV
- Examples of similar work completed
- At least three references
- Financial proposal (inclusive of all costs)
- Proposed timeline

9. EVALUATION CRITERIA

Technical Proposal and Methodology – 40%

Relevant Experience – 30%

Past Performance and References – 10%

Financial Proposal – 20%

10. SUBMISSION OF QUOTATIONS

Quotations should be submitted electronically to: Email: operations@hivspn.org

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Subject Line: RFQ – MEL Framework and Consortium Indicator Tracker Development

Only shortlisted applicants will be contacted.