REQUEST FOR PROPOSALS #03050

Continuing Professional Development (CPD) Consultant in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Av. Kwame Nkrumah 417
Maputo, Mozambique

Firm Deadline: March – 21 – 2012, 5:00 PM Eastern Time

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF), a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. EGPAF seeks to attain and sustain elimination of pediatric HIV through strengthened health systems and strong country ownership. For more information, please visit http://www.pedaids.org.

BACKGROUND:

EGPAF has been working in Mozambique since 2004 to support the Ministry of Health (MOH) on the prevention of mother-to-child transmission (PMTCT), integrated within accessible, quality Mother and Child Health (MCH) services within a strengthened health system. Through funding from the Centers for Disease Control and Prevention (CDC), EGPAF and its local Mozambique affiliate (Fundação Ariel Glaser contra o SIDA Pediátrico) have expanded their activities to work in four provinces, supporting the Ministry of Health to implement PMTCT services at more than 290 sites and HIV Antiretroviral Therapy (ART) care and treatment services at 69 sites and to strengthen the health system which supports these services. The current funding through EGPAF's CDC Fortalecer project has the following objectives: 1) Increase access to and delivery of high quality, cost-effective HIV prevention, care, and treatment services; 2) Build capacity of the health system at all levels to provide client focused health services; 3) Strengthen data analysis and use to improve quality of service delivery and health management; and 4) Ensure sustainable HIV prevention, care, and treatment service delivery through MOH and local partners.

PURPOSE/SCOPE OF WORK:

Continuing Professional Development (CPD) Consultant shall be responsible to ensure in a first phase that **clinicians** are always skilled, knowledgeable and competent in their new role of public health professionals.
Continuing Professional Development is intended to offer a broad range of activities, services, courses, attachment to clinicians to ensure on the one hand that they are always capable to respond to the needs of their public health related position but also to offer a professional and career development in the field. This would range from management, leadership, programmatic to public health, clinical theories and practices, research and ethics, as well as scientific discoveries.

The CPD/C will:

I. **Review, establish and systematize the list of clinical cadres with their respective key pre-requisite and qualifications, Refine Job Description to outline Roles, Responsibilities, practical skills and activities to be assumed in their day to day work.**

II. **Identify the existing programmatic gaps in clinical and managerial knowledge, attitude and practice using different tools such as HALOGEN, Staff and Supervisors assessments (Interviews, Questionnaire, written tests…)**

III. **Establish the plan to respond to programmatic gaps of each cadre / staff**

a. Develop a framework of activities, courses, practical attachment, etc to respond to the gaps identified
b. Design an individual and programmatic plan for professional development
c. Follow-up the implementation of the developed plan during the consultancy time and frame a follow-up plan
d. Provide or identify support for colleagues undertaking accredited professional development

IV. **Develop a Continuous Education Package for each cadre / staff**

a. Identify courses (classroom – e-Learning (optimize use of ARIEL Academy) – distance – coaching, etc), attachments, research opportunities, intensive literature review and reporting, and prepare a "MENU" for CE per cadre
b. Build up or adapt educational packages for professional courses to respond to needs
c. Organize the access to the above described "activities" for each staff
d. Develop a credit system for yearly gathering (similar to medical profession)
e. Ensure each staff registers with a set of activities to be performed over the specified period to gather the necessary credits over the same period
f. Be responsible for consolidating the progresses achieved by each staff and report on such progresses

V. **Ensure that the CPD is taken into account within the performance appraisals of staff entering the plan**

a. Work with managers and IT to ensure that the CPD has been taken into account within the HALOGEN (or HR PA tool)
b. Develop a credit system for CPD to be taken into account into the Performance Appraisal system

VI. **Ensure direct collaboration with Knowledge Management system in place in the Foundation**

a. Supply information, consult for expertise and request support about the process and implementation of CPD within the Foundation and particularly within the SLT

b. Coordinate with HR to ensure new courses follow standard format for Ariel Academy so they can potentially be used globally within the foundation.
c. Launch active discussion with EGPAF-HQ on CPD and accreditation system for extension of the experience to other countries

CONSULTANT DELIVERABLES:

- **Systematized list of clinical and public health staff with respective key pre-requisite and qualifications, Job Description refined to outline Roles, Responsibilities, practical skills and activities**
- **A List identifying the existing programmatic gaps in clinical and managerial knowledge, attitude and practice**
- **A Plan to respond to CPD and to fulfill gaps identified e.g Database of relevant, existing on-line resources for continuing professional development, New/adapted e-courses as identified from needs assessment**
- **Performance Appraisal system build with credits for accreditation and continuous development**
- **Summary of recommendations for inclusion of the CPD into global EGPAF HR policies**

CONSULTANT QUALIFICATIONS:

A. Professional with University degree to the Master level in Human Resources, Social or Scientific (Nursing, Medical Dr) diploma with specialty/Master in Human Resource Management
B. Minimum 10 years of experience in public health field
C. Minimum 5 years of experience in the field of Continuous Professional Development
D. Three years in Continuing Medical Education programming preferred. Familiarity with any accreditation system, process and standards is a plus.

Detailed working knowledge in continuing medical education and professional development industry, including medico-legal issues and laws, any regulatory standards as related to continuing medical education, and other educational standards.

LOGISTICS:

This is a 3-month equivalent work contract up to September 2013.
Foundation will provide consultant with compensation for local, in-country travel in accordance with Foundation policy.
Consultant must be able to closely and regularly work with EGPAF Mozambique country program on an on-going basis. Work shall be done in close contact with Mozambique EGPAF team and other stakeholders, with EGPAF-HQ and Senior Leadership Team. As such, the work shall be done partially in country and at distance.

KEY CONTRACT TERMS:

All deliverables provided to the Foundation must be furnished for the use of the Foundation without royalty or any additional fees.

All Materials will be owned exclusively by the Foundation. Consultant will not use or allow the use of the Materials for any purpose other than Consultant's performance of the Contract without the prior written consent of the Foundation.

EVALUATION CRITERIA:

All proposals will be evaluated by the Foundation against the following criteria:

1. Past performance in providing continuing professional development support to public health or clinical mentoring programs
2. Technical approach to the assignment
3. Cost reasonableness and competitiveness
4. Availability

INSTRUCTIONS FOR SUBMISSION OF PROPOSAL:

Each proposal must contain:

1. At least 3 professional references with phone and email contact information
2. Examples demonstrating the consultant's experience with work of a similar scope or knowledge of the area.
3. CV/Resume of consultant(s)
4. Technical proposal describing your approach to the assignment and potential interventions. Not to exceed 5 pages in length.
5. Cost proposal. Please include your daily rate and budget for any additional relevant costs necessary for you to complete this assignment (i.e. if you are not based in Mozambique, please include any travel costs you would need to be covered.)
6. Estimated availability, including any dates you would not be available to work on the assignment between April and September, 2013.

PROPOSED TIMELINE:

DATE: 07/March/13 – Release of RFP

DATE: 14/March/13 – Submission of Inquiries directed to:

Contractual Inquiries: **Emelie Bailey, Associate Awards & Compliance Officer, ebailey@pedaids.org**

Technical Inquiries: **Alex Boon, Technical Director, aboon@pedaids.org with a "cc" to Tiffany Myers, Senior Country Officer, tmyers@pedaids.org**

No phone calls please.

DATE: 21 March 2013 - Completed proposals must be delivered electronically by the deadline

mentioned on page one to: **Emelie Bailey, Associate Awards & Compliance Officer, ebailey@pedaids.org** with a "cc" to **Alex Boon, Technical Director, aboon@pedaids.org and Tiffany Myers, Senior Country Officer, tmyers@pedaids.org**

DATE: 31 March 2013: – Final decision announced and Offerors notified

DATE: 30 April 2013: – Contract executed and Services begin.

Please note it is our best intent to comply with the above timeline but unavoidable delays may occur. This contract is subject to donor approval which may result in delays beyond the control of the Foundation.

ADDITIONAL INFORMATION

All proposals and communications must be identified by the unique RFP# reflected on the first page of this document. Failure to comply with this requirement may result in non-consideration of your proposal.

Any proposal not addressing each of the foregoing items could be considered non-responsive.

Late proposals will be rejected without being considered.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from persons interested in providing the services outlined below. Such proposals shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all proposals, in whole or in part, and/or enter into negotiations with any party.

The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP until and unless a written contract between the parties is executed.

Equal Opportunity Notice. "The Elizabeth Glaser Pediatric AIDS Foundation is an Equal Employment Opportunity employer. As such, 41 CFR 60-1.4(a), 41 CFR 60-250.5 and/or 41 CFR 60-300.5, 41 CFR 60-741.5 as well as 29 CFR Part 471, Appendix A to Subpart A are herein incorporated by reference."

These numbers refer to clauses in Executive Order 11246 (41 CFR 60-1), VEVRAA (41 CFR 60-250 & 41 CFR 60-300), Section 503 of the Rehabilitation Act of 1973 (41 CFR 60-741) and Executive Order 13496 (29 CFR Part 471).

ETHICAL BEHAVIOR:

As a core value to help achieve our mission, the Foundation embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal

relationships between vendors and Foundation employees, or other unethical practices. If you experience of suspect unethical behavior by a Foundation employee, please contact Doug Horner, Vice President, Awards, Compliance & International Operations, at dhorner@pedaids.org or the Foundation's Ethics Hotline at www.reportlineweb.com/PedAids/ Any vendor/consultant who attempts to engage, or engages, in corrupt practices with the Foundation will have their proposal disqualified and will not be solicited for future work.