

REQUEST FOR PROPOSALS

Consultancy for Strategic Planning in Mozambique
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)
Av. Kwame Nkrumah 417
Maputo, Mozambique

Deadline: February 22, 2013 5:00 pm EST.

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF), a non-profit organization, is the worldwide leader in the fight against pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit <http://www.pedaids.org>.

PURPOSE/SCOPE OF WORK:

EGPAF continues to expand its programmatic portfolio in Mozambique, EGPAF intends to engage the services of an individual or firm to support EGPAF/Mozambique staff in developing a strategic plan, and to conduct necessary analyses.

We are actively seeking a consultant to assist with these activities:

- Facilitate and document a 2-5 day workshop in March to support the development of the EGPAF/Mozambique strategic plan
- Conduct situation analysis and summarize feedback from EGPAF staff, and stakeholders toward finalizing strategic plan
- Provide background research for development of a business plan for EGPAF/Mozambique, including analysis of potential partners and donors and strategies for approaching donors and development of partnerships
- Play a leading/coordinating role in ensuring tasks for the strategic plan are completed on time at each stage, including coordinating regular check-ins with EGPAF staff

The consultant will take direction from the EGPAF/Mozambique Senior Management Team (SMT) and designated staff from the Washington, DC office (HQ) to create and lead an agenda for the strategic planning workshop and a schedule of deliverables for each stage of the development of the strategic plan.

While the Foundation pursues and implements projects with both public funding (USAID, CDC, and other bilateral donors) and private funding (foundations, corporations, other private donors), the strategies developed for the EGPAF/Mozambique program are expected to focus on approaches to pursuing funding opportunities.

Consultancy Objectives:

1. Create and implement a three to five day meeting for a team to identify priorities and develop a strategic plan
2. Develop key next steps for the team to update and expand the scope of the strategic plan, with measurements, while serving a coordinating and writing role to ensure deliverables are met per an agreed-upon schedule

Provide background research and analysis of existing stakeholder, private sector, and donor resources and priorities. **SELECTED CONSULTANT DELIVERABLES:**

- 1) Agenda for planning workshop
- 2) Summary research of situation analysis in advance of the strategic planning workshop
- 3) First draft of revised strategic plan
- 4) Final version of strategic plan
- 5) Summary report and analysis of donor and partner landscaping

CONSULTANT CORE COMPETENCIES:

- Fluent in English and Portuguese
- Documented training and facilitation experience
- Documented experience with strategic planning
- Demonstrated experience in donor mapping
- Experience working with non-governmental organizations
- Experience working with non-governmental funding (private donor proposal development, donor landscaping, donor communications)
- Strong editing, writing, organization, coordination, and communication skills.
- Knowledge of the Mozambique private sector—key investors, philanthropic areas of interest/priorities
- Familiarity with HIV, the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) and the Global Health Initiative a plus.

FOUNDATION RESPONSIBILITIES:

EGPAF will provide the consultant with a high-level outline of program objectives, needs and goals for preparatory work and facilitation of the strategic plan. EGPAF will work closely with the consultant to finalize the workshop agenda and ensure content is in line with EGPAF’s strategic planning development processes. In addition, EGPAF will provide the consultant with background on the Foundation’s work.

LOGISTICS:

Period of Performance: March-May 2013 with a possible extension pending donor and internal approval. The total number of days will be determined by EGPAF and the consultant.

KEY CONTRACT TERMS:

Consultant principle point of contact at the Foundation for work performed – Fernando Morales, Country Director, EGPAF/Mozambique.

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

All materials will be owned exclusively by EGPAF. 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 EGPAF.

With respect to any technical or business information of a proprietary or confidential nature which Consultant may obtain from the Foundation, it is understood that the Consultant will treat Foundation information as confidential; not use any Foundation information except as and to the extent necessary for the aforesaid consulting tasks; and not disclose any Foundation information to any third party without prior written approval from the Foundation.

EVALUATION CRITERIA:

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

1. Background and training (20%)
2. Description of experience relative to the assignment (writing, training design and implementation, facilitation skills, strategic program development, other) (40%)
3. Proposed design and training approach (30%)
4. Best value of consultant's services (10%)

INSTRUCTIONS FOR SUBMISSION OF PROPOSAL:

Each proposal must contain:

1. CV/Resume of consultant
2. 1 page summary of the individual's relevant background and experience.
3. 1-2 page description of proposed approaches for the workshop and development of the strategic plan and donor landscaping/ business plan research.
4. Detailed costs for conducting the workshop and leading the development of the plans. This should include your hourly or daily rate and number of hours needed to complete the assignment within the time frames indicated, the cost for the three to five day workshop with EGPAF staff, and any other costs that you propose to charge to EGPAF.
5. Examples of prior training or workshop development or facilitation (note: given the proprietary nature of these materials, a table of contents may be submitted which outlines the materials/agenda developed).
6. Estimated timeframe, (in hours) including any dates you would not be available to work on the assignment.
7. At least 2 professional references with phone and email contact information.

Timeline:

February 22, 2013 – Completed proposals must be delivered electronically to: Tiffany Myers, tmyers@pedaids.org

February 22-28, 2013 – Review of proposals

March 1, 2013 – Final decision announced and applicants notified

March 18, 2012 – Contract executed and services begin

Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.

Additional Information:

- 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.