

REQUEST FOR PROPOSALS #0136A

Technical Consultant for Nigeria

In support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

1140 Connecticut Ave NW, Suite 200

Washington, DC 20036

Firm Deadline: February 15, 2018

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. For more information, please visit <http://www.pedaids.org>.

BACKGROUND

EGPAF is a US-based NGO that works in 19 countries towards our mission of ending AIDS in children. EGPAF partners with a variety of donors to address HIV prevention, care, and treatment issues to improve service delivery for populations in need. EGPAF seeks to work in the countries where the burden of disease is high, where our technical assistance is needed, and where we believe we can make the greatest difference towards meeting our mission. While we work across a number of countries in sub-Saharan Africa, EGPAF does not currently have a presence in Nigeria. EGPAF is seeking consultants to explore the donor and project landscape in Nigeria, to help us determine where we might be able to provide assistance. EGPAF is seeking a consultant with technical expertise in HIV, with a focus on diagnostics and treatment. The Technical Specialist Consultant will work closely with a second consultant that EGPAAF is recruiting (Please see the Business Development Consultant RFP #0148A for more details) to identify potential opportunities for EGPAF in Nigeria and will make recommendations for our engagement. Details are provided below.

SCOPE OF WORK

Scopes of work:

1. Technical Specialist in HIV Consultant

Requirements and Duties: The consultant should have extensive technical expertise in HIV programs, including diagnostics and introduction of new technologies in developing countries. The consultant should be familiar with point-of-care (POC) early infant HIV diagnosis (EID) platforms, and their registration and use in African country settings. Familiarity with Nigeria preferred. The consultant will:

- Assist EGPAF in identifying technical assistance needs in Nigeria related to HIV testing, diagnostics, and treatment.

- Define needs and opportunities for the introduction of new HIV diagnostic technologies in Nigeria, with a focus on POC nucleic acid testing for EID.
- Share additional technical/programmatic opportunities for EGPAF in Nigeria, as identified.
- Identify relevant partners and stakeholders and engage in technical information exchange.
- Travel to Nigeria, along with EGPAF’s “Program Planning/Business Development” consultant, to make contact with potential partners and stakeholders.
- Prepare a consulting report that advises EGPAF on a strategy for engagement in Nigeria, as described below.

Deliverables:

- 1) Notes from trips with follow-up actions and recommendations related to potential partners/stakeholders.
- 2) Periodic phone calls/meetings with EGPAF staff in Washington and Geneva for progress updates and planning of consulting activities.
- 3) Produce a consulting report on findings related to opportunities for EGPAF in Nigeria (a draft to be delivered at mid-point of assignment, with the final report submitted at the end), including:
 - a. Summary of findings
 - b. Opportunities identified
 - c. Actions recommended for further EGPAF engagement with potential partners in Nigeria
 - d. Details on EID in Nigeria, including:
 - i. National registration status of POC EID technologies with CE-IVD marking.
 - ii. Description of registration pathway for diagnostics.
 - iii. Description of conventional EID system in Nigeria, including number and location of conventional EID laboratories, sample transport systems, and major issues with the conventional laboratories (e.g. capacity to meet demand, history of stock shortages).
 - iv. Description of the EID cascade in Nigeria, including current EID coverage, percent of facilities providing EID services, and other available cascade indicators.
 - v. Description of the health care cadre who currently provide EID services at the facility level.
 - vi. An annotated list of key stakeholders and a description of contacts made with key stakeholders through the consultancy.
 - e. Annexes: Collect relevant national guidelines such as current Nigeria HIV diagnostic, treatment, and care guidelines; documents/policies related to EID; guidance related to lab strategy.

Additional findings related to any other technical priorities identified for EGPAF engagement, beyond POC EID.

The final report will be submitted in Word document format and as a PowerPoint presentation.

Should a specific funding opportunity be identified for EGPAF during the course of the consultant's tenure, level of effort will be shifted towards assisting EGPAF in responding to the specific opportunity, including development of concept papers and/or proposals.

LOGISTICS:

Timeframe: This consulting assignment will take place over a 3-4 month period, approximately March-June. Level of effort will be approximately 40-50 days of work during that period, with the exact number of days to be determined in conjunction with the EGPAF manager of the assignment.

Location: This consulting assignment will have work take place at the consultant's home location, and will require 1-2 trips to Nigeria. Trips to Washington, D.C. to the EGPAF headquarters will also be required.

KEY CONTRACT TERMS:

The anticipated contract type is a firm fixed price for services plus expenses. Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

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. Contractor will not use or allow the use of the Materials for any purpose other than Contractor's performance of the Contract without the prior written consent of the Foundation.

EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:

The Foundation will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

Evaluation Criteria	Submission Requirements	Weight
1. Consultant's proposed process and approach to meet our needs efficiently	A written proposal explaining the process and timeline for implementation. Proposal should demonstrate a sound understanding of the assignment and a clear approach to completing the assignment.	40%

Evaluation Criteria	Submission Requirements	Weight
	(maximum 5 pages)	
2. Qualifications of proposed individuals	Ability of the consultant to satisfy the “requirements and duties” listed in the Scope of Work of the RFP. Please submit an overview of your qualifications (maximum 1 page) and a CV/Resume that includes 2-3 professional references	30%
3. Past performance of similar work	Description of successfully completed assignments of a similar nature (maximum 2 pages)	15%
4. Total fixed price	Total fixed price for all activities	15%
Total	100%	

PROPOSED TIMELINE:

DATE: January 25, 2018 – Release of RFP

DATE: February 5, 2018 – Submission of contractual and technical inquiries to: Cathy Colbert, Sr. Awards & Compliance Officer at ccolbert@pedaids.org with a “cc” to Jill Mathis, VP, New Business Development at jmathis@pedaids.org

DATE: February 8, 2018 – Question & Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>

DATE: February 15, 2018 – Completed proposals must be delivered electronically by the deadline mentioned on page one to: Cathy Colbert at ccolbert@pedaids.org with a “cc” to Jill Mathis, Vice President, New Business Development at jmathis@pedaids.org

DATE: On/around February 16, 2018 – Final decision announced and Offerors notified

DATE: On/around March 5, 2018 – Contract executed and services begin

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

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ADDITIONAL INFORMATION

Please include the RFP # reflected on the first page of this document on all proposals and

e-mail communications.

Any proposal not addressing each of the foregoing items could be considered non-responsive. Any exceptions to the requirements or terms of the RFP must be noted in the proposal. The Foundation reserves the right to consider any exceptions to the RFP to be non-responsive.

Late proposals may 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, enter into negotiations with any party, and/or award multiple contracts.

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 and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.

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 or suspect unethical behavior by a Foundation employee, please contact Doug Horner, Vice President, Awards, Compliance & International Operations, at [dhorner\[at\]pedaids.org](mailto:dhorner[at]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.