

## **REQUEST FOR PROPOSALS #0148A**

### **Development 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 a consultant to explore the donor and project landscape in Nigeria, to help us determine where we might be able to provide assistance. EGPAF is seeking one consultant with business development and program planning expertise. The Business Development Consultant will work closely with a second consultant that EGPAF is recruiting (Please see the Technical Consultant RFP 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. Program Planning / Business Development Consultant**

**Requirements and Duties:** The consultant should demonstrate experience in the planning of new programs and should have a record of successful business development efforts. The consultant should be a highly organized individual familiar with HIV program issues, experienced in successful engagement with partners and stakeholders, and capable of conducting desk research and landscaping program issues in developing countries. Familiarity with health and development issues in Nigeria is required. The consultant will:

- Conduct background/desk research for the exploration of an EGPAF technical assistance role in Nigeria.
- Create/maintain list of contacts, attend meetings, and assemble information learned.
- Travel to Nigeria, along with EGPAF's Technical Specialist Consultant, to make contact with potential partners and stakeholders and to gather information.
- Prepare a landscape analysis of HIV efforts in Nigeria, related to HIV testing and treatment.

### **Deliverables:**

- 1) Initial desk research on HIV program issues in Nigeria (compilation of relevant project reports and published documents).
- 2) Development of a list of contacts in Nigeria; introductions to potential partners, stakeholders.
- 2) Notes from trips with follow-up actions and recommendations.
- 3) Periodic phone calls/ meetings with EGPAF staff in Washington and Geneva for progress updates and planning of consulting activities.
- 4) Produce a complete "Landscape document" in table form that details existing projects, funding, and partners in Nigeria.
- 6) Draft a summary of findings and opportunities based on the above, to be included as a section of the final consulting report, to be led by the second consultant, as described below.

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 service 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. (maximum 5 pages)	40%
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](mailto:ccolbert@pedaids.org) with a "cc" to Jill Mathis, VP, New Business Development at [jmathis@pedaids.org](mailto: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](mailto:ccolbert@pedaids.org) with a "cc" to Jill Mathis, Vice President, New Business Development at [jmathis@pedaids.org](mailto: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**

**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. 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 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, 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/](http://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.