

REQUEST FOR PROPOSALS

Development of the In-service Facilitation Guide for CSOs

In support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Firm Deadline: 12th July, 2019 at 10:00 a.m.

The Elizabeth Glaser Pediatric AIDS Foundation, 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

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) has been supporting HIV prevention, care and treatment services in Tanzania since 2003. At present, the Foundation supports provision of comprehensive health services in six regions including Arusha, Kilimanjaro, Tabora, Dodoma, Singida and Manyara. Through multiple projects, EGPAF is supporting the implementation of quality adolescent and youth friendly reproductive health services in order to improve access of HIV services and retention on care for adolescents and youth.

Under USAID Kizazi Kipya, EGPAF is responsible for providing technical expertise in addressing the HIV-related needs for HIV+ children and adolescents. USAID Kizazi Kipya is a five-year project (July 2016 to June 2021) funded by the President's Emergency Plan for AIDS Relief (PEPFAR) through the United States Agency for International Development (USAID). The project is implemented by Pact Tanzania in partnership with Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) and other consortium partners. The project collaborates with Civil Society Organizations (CSOs), the Government of Tanzania (GOT) at national, regional, district and community levels. The project goal is improving health and social wellbeing of orphans and vulnerable children (OVC), young people and their families through strategic service delivery and support.

The project is planning to develop a facilitator's guide to enable CSOs to integrate Pediatrics and Adolescents HIV specific messages during regular CCWs meetings as a continuous in-service training. The expected in-service facilitator's guide will be used by CSO staff who will either be medical or non-medical personnel to increase the knowledge of CCW's in different HIV related issues with the aim of improving services provided to OVC and their families.

CCWs conduct case management visits to OVC and their households. Some of the OVC families have children and/or youth who are living with HIV either voluntarily disclosed their status to these CCWs or not. During home visits these CCWs are expected to improve caregivers' knowledge and skills on the importance of early infant diagnosis (EID), HIV testing services and ART initiation, assessment of risks and signs of developmental delay, disclosure counselling, communicating with adolescents and the importance of adherence and nutritional supplementation.

PURPOSE/SCOPE OF WORK

To develop in-service facilitation guide that could enable CSOs to integrate the content of the national Pediatrics and Adolescents HIV training package into regular CCW and stakeholders' monthly meetings as a continuous in-service training

Specific objectives:

- Study and assess the existing Pediatrics and Adolescents HIV Training package for CCWs with the view of developing in-service CSO's facilitation guide for CSO staffs.
- Develop an in-service facilitation guide to be used by CSOs to facilitate in-service trainings to CCWs during monthly meetings
- Co-facilitate technical review meetings organized by USAID Kizazi Kipya project to refine and collect inputs.

CONSULTANT DELIVERABLES

Expected deliverables.

- i) Inception report
 - Understanding of the TOR
 - Implementation plan of the consultancy
- ii) 10 developed CSO's facilitation guide, one for each core unit (units) in the newly developed Pediatrics and Adolescents HIV package for CCWs. Each guide to be administered for at least 60-90 minutes.
 1. General information on HIV and AIDS in Tanzania
 2. HIV services during and after pregnancy
 3. HIV case identification,
 4. ART initiation and adherence for OVC (0- 18 years)
 5. Disclosure counselling in HIV positive OVC (7- 18 years)
 6. Psychosocial Support to OVC living with HIV skills
 7. Communication and life skills required by adolescents
 8. SRH education and STIs Skills

9. Stigma and discrimination in HIV perspective

10. Confidentiality

Specific tasks

- i) Develop an inception report to show understanding of the ToR and share with the technical team
- ii) Hold consultative discussions with EGPAF and PACT representatives to develop an agreed timeline and reporting structure for the TOR and review process to ensure timely completion.
- iii) Review the content of existing Case Management and Pediatrics and Adolescents HIV training packages to extract key messages which could be converted into simple information to be facilitated by CSO staffs on a monthly basis.
- iv) Review available facilitation guides to identify the best and easiest to practical facilitation methodologies to be used in the developed facilitation guide.
- v) Prepare and co-facilitate a task force; 3 days technical meeting for an effective review of the first draft to ensure its suitability for the CCW's monthly meetings, key stakeholders, and future buy-in.
- vi) Work as the main facilitator or moderator of all technical working group review meetings.
- vii) Incorporate the inputs from technical review meeting to develop a pre-final draft and share with EGPAF.
- viii) Work with CSOs to field test the first draft in 2 councils to assess its effectiveness and its relevance.
- ix) Incorporate the changes based on the pilot and present a final guide to EGPAF

Project Duration:

It is expected that the consultant will deliver the developed facilitation guide for the CCW's Pediatric and Adolescents HIV training package in five (5) weeks as per the below schedule.

S/No.	Activity	Number of days
1	Hold consultative discussions with EGPAF and PACT representatives to develop an agreed timeline and reporting structure	1 day
2	Review the content of the available HIV related materials	1 day
3	Conduct desk review of available training curriculums (both HIV and case management based curriculums, national HIV guidelines, international report on community based HIV services)	2 days
4	Hold meetings with IPs implementing community based HIV services and integrated case management in country to learn about their work/experience	1 day

5	Develop draft of the In-service facilitation guides	4 days
6	Finalize the In-service facilitation guide	2 days
7	Facilitate 3 days technical meeting to review the developed guides	3 days
10	Finalize the package with comments from technical working group	1 day
11	Pre- test the package training package	1 day
12	Finalize the package	2 day
13	Workshop for approval/finalization	1 day

MINIMUM REQUIREMENTS:

A consultant needs to have the followings:

- Master’s in Public Health or other relevant Master’s degree is an advantage
- Excellent knowledge of national policies and strategies and plans on HIV& AIDS is essential.
- Proven experience in developing health related (HIV and AIDS) training packages, guidelines and strategic documents among various stakeholders
- Experience in developing training manual following adult learning principles and participatory methodologies
- Demonstrated experience in developing training modules for pediatrics and adolescent’s HIV prevention, care, treatment and support.
- Ability to moderate working groups and produce the synthesis of the discussions.
- Fluently speaking and understanding both English and Swahili languages, including the ability to draft reports at a professional level.
- A consultant may be either company or individual

LOGISTICS:

The developed facilitation guide will be pre-tested in Dar es Salaam districts

KEY CONTRACT TERMS:

The anticipated contract type is *firm fixed price*. 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.

Should the agreed delivery or completion dates not be met in the case of fault of the Contractor the Foundation shall be entitled to demand payment of late delivery penalties amounting to **0.5%** of the value of the late deliverables/services per started week of delay up to a maximum amount of **5%** of the entire value of the contract.

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. Past performance of similar work	1. 3 professional references from similar past projects with phone and email contact information and one or more examples of prior similar work	20%
2. Consultant's proposed process and approach to meet our needs efficiently	2. A maximum 10-page written proposal explaining the process and timeline for implementation	25%
3. Timeframe of implementation	3. Estimated hours, timeframe with deliverables and final delivery date	15%
4. Total fixed price	4. Total fixed price for all activities including a fixed price per each mentioned deliverable	20%
5. Qualifications of proposed individuals	5. CV/Resume of proposed individual(s) to work on the facilitation guide development work and 2 references per individual	20%
Total		100%

All applicants are required to be registered and authorized to perform the scope of work in the place of performance.

PROPOSED TIMELINE:

DATE: June/28/2019 – Release of RFP

DATE: July/2-5/2019 – Submission of Contractual and Technical Inquiries:
Email: procurement-tz@pedaids.org

No phone calls please.

DATE: July/12/2019 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: procurement-tz@pedaids.org

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

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 of 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.