

## **Request for Proposals # 0286A**

### **Consultancy for development of tools to support planning and programming of childhood TB activities by national TB Programs**

**In support of**

**Elizabeth Glaser Pediatric AIDS Foundation (EGPAF)**

**Firm Deadline: October 4, 2019**

**LOCATION:** The Consultant must be based in a location where easy communication with the following countries is possible: Cote d'Ivoire, Cameroon, DRC, Kenya, Lesotho, Malawi, Tanzania, Uganda, Zimbabwe.

#### **Overview and purpose of the consultancy**

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>.

Through its work in the Sub-Saharan African region, EGPAF has also been progressively and significantly engaging on delivery of TB care to the HIV-affected and to the pediatric population, providing technical assistance to the national TB programs especially on the underserved area of childhood TB programming.

The consultant will be required to develop a package of tools that can support National TB programs to adequately plan and budget for pediatric TB specific interventions to be included into the National Strategic Plan as well as grant applications to major bilateral donors. The specific pediatric TB interventions of interest include, but are not limited to: household contact investigation; provision of TB preventive treatment; design and roll out of a nation-wide clinical and programmatic training program; strengthening implementation of sample collection procedures and laboratory-based diagnosis,

The successful candidate will have demonstrated experience in supporting National TB programs in programming and budgeting for TB interventions in resource-limited settings. Desirable skills include providing technical assistance on National Strategic Plan development; development of grant applications; creation of budget models and development of budgeting tools.

Regular communication and close collaboration with the EGPAF HQ team will be required.

#### **Contractor Scope of work:**

- For each of the selected pediatric TB interventions identify and summarize:
  - High-level description of proven successful approaches and best practices
  - Practical considerations for successful implementation
- Contact selected pediatric TB implementers and collect and summarize description of activities, available budget information and costing data points for selected pediatric TB interventions to inform the development of budgeting tools
- Finalize and customize user-friendly budgeting tools for selected pediatric TB interventions for use by National TB Programs

- Coordinate review of the documents and tools by key pediatric TB stakeholders and experts and incorporate their input

**Contractor deliverables:**

- Final version of a short guidance document for each of the selected interventions, reviewing recommended successful approaches and practical consideration for implementation
- Final version of lists of budget items that are needed to cost the selected pediatric TB interventions
- Final version (including input from key pediatric TB stakeholders) of a user-friendly budgeting tools for each of the 4-5 selected pediatric TB interventions

**Contractor required qualifications and experience**

*Education:*

- Advanced degree in public health
- Degree or experience in health economics is desired

*Required Experience and Capabilities:*

- Experience in supporting implementation of TB and pediatric TB interventions in resource limited settings
- Proven experience in providing technical assistance to national TB programs on planning and programming of pediatric TB interventions
- Proven experience in providing technical assistance on preparation of Global Fund applications
- Experience in creation of budget models and budgeting tools for national disease programs

*Knowledge, Skills, and Abilities:*

- Strong knowledge of the process for National TB Strategic Plan revisions and development of national TB budgets in resource limited countries
- Good understanding of the End TB Strategy
- Understanding of child and adolescent TB prevention, diagnosis, treatment and care
- Strong knowledge of the process for grant development required for applications to major (bilateral) donors
- Strong ability to think strategically, with equally strong practical ability to translate strategic ideas into implementation
- Problem solving skills
- Very proactive and self-directed
- Strong analytical skills and common sense
- Strong work ethic
- Tactful, respectful, and keen diplomacy skills

- Excellent oral and written English skills. Knowledge of French is an

asset **Logistics:**

- Term: The contract is anticipated to begin on October 15, 2019 and end on January 14, 2020, unless extended by mutual agreement or terminated earlier by either Party.
- Compensation: This will be a labor hour contract. The consultant will be paid a fixed daily rate for labor.
- Airfare / airplane organization: Airplane tickets will be booked by EGPAF, and all costs will be paid directly by EGPAF for airline tickets. Dates for the flights will be established on the visit-specific SOW, and will need written confirmation by the consultant before being confirmed and purchased.
- Hotel: Consultants will be responsible for booking lodging on a given assignment and will be reimbursed for actual lodging costs. All lodging costs must be within the WHO publicized rates (<http://apps.who.int/bfi/tsy/PerDiem.aspx>) unless for security concerns, EGPAF requests the consultant to stay in an above-rate hotel. As needed the Foundation will provide hotel recommendations from our approved list. In addition, as requested, the Foundation may consider making hotel booking directly for the Consultant.
- Per-diem: The Consultant will be paid a fixed daily rate for meals and incidentals based on the published WHO rates found here: <http://apps.who.int/bfi/tsy/PerDiem.aspx>. The rate will be based on where the consultant spends the night and 75% of the total rate will be paid on the initial and final travel days.
- Additional expenses: The Foundation will also cover additional approved travel related expenses including required visas, vaccinations, travel insurance, airport transfer, in-country transport, etc.

- **Duration and timeline of contractor activities/deliverables:**

Deliverable	Timeline	Deadline for submission
Draft of a short guidance document for each of the selected interventions, reviewing recommended successful approaches and practical consideration for implementation	Oct 15-November 4	November 4
Draft lists of budget items that are needed to cost the selected pediatric TB interventions	Oct 15-November 4	November 4

First draft of documents (short guidance document for each of the selected interventions plus list of budget items) circulated to selected POSEE members and members of the Child and Adolescents WG for review and incorporation of feedback	November 4-November 17	November 17: Advanced draft incorporating reviewers comments
Draft budgetary tools for the selected interventions	December 2	December 2
Advanced draft of:  <ul style="list-style-type: none"> <li>- Short guidance document for each of the selected interventions</li> <li>- Budgeting tools for each of the selected intervention</li> </ul> Circulated for feedback to POSEE group and Child and Adolescent TB WG	December 6- Dec 19	
Incorporation of feedback from POSEE participants	December 19-27	December 27
Incorporation of feedback from Child and Adolescent TB WG	December 19-27	December 27
Preparation of documents ready for lay out and dissemination	Dec 27, 2019 -Jan 14, 2020	Jan 14, 2020

**KEY CONTRACT TERMS:**

The anticipated contract type is Labor Hour where the contractor will be reimbursed for days worked at the agreed upon rate in the contract. 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.

The Contractor will be fully responsible for complying with applicable laws including applicable taxation requirements.

**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	One or more examples of prior similar work (400 words)  Three professional references from similar past projects with phone and email contact information	30%
2. Proven experience in providing technical assistance to countries on development of TB NSP and Global Fund grant applications to sub-saharian African countries, including budget development aspects	Provide list of accomplished assignments	20%
3. Contractor's daily rate	4. Contractor's daily rate	20%
4. Qualifications of proposed contractor	5. CV/Resume of proposed individual to work on this project	30%
<b>Total</b>		<b>100%</b>

**PROPOSED TIMELINE:**

**DATE:** September 6, 2019

No phone calls please.

**DATE: October 4, 2019** - Completed proposals must be delivered electronically by the deadline mentioned on page one to: **Christa Moore**, [cmoore@pedaids.org](mailto:cmoore@pedaids.org) with a "cc" to **Martina Casenghi**, [mcasenghi@pedaids.org](mailto:mcasenghi@pedaids.org)

## **ADDITIONAL INFORMATION**

**All proposals and communications must be identified by the unique RFP# reflected on the first page of this document.**

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 [fraud@pedaids.org](mailto:fraud@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.