

REQUEST FOR PROPOSALS #0307A

Development of a Business Strategy for Expanding EGPAF's Role in Technical Assistance
In support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)
1140 Connecticut Avenue, Washington DC

Firm Deadline: Monday, January 27, 2020

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 is dedicated to a future where no child, adolescent or young person has AIDS. Working across more than 5,000 sites in 12 countries, EGPAF supports Ministries of Health in low-resource settings to expand access to and improve the quality of comprehensive HIV services for children and families. EGPAF's primary operating model including providing direct support for the delivery of HIV services at the site/facility and district level. As part of EGPAF's 2020-2025 strategic plan, EGPAF seeks to expand its portfolio in technical assistance beyond the site/facility and district level, including providing more support at the national level and in additional technical areas. This will require an evolution away from direct program implementation to a consulting type of business approach.

PURPOSE/SCOPE OF WORK

As part of this strategic shift to an expanded role in technical assistance, EGPAF will engage an external consultant to substantially support the development of a development and growth strategy for external technical assistance. Working in close collaboration with a small team of EGPAF senior staff, the consultant will provide substantial support on the following five deliverables:

- Conduct a market analysis of potential business opportunities and clients in external technical assistance in HIV, TB, adolescent/youth sexual and reproductive health, and health systems strengthening related to HIV services;
- Conduct a landscape scan to identify existing and potentially emerging competitor organizations working in external technical assistance;
- Development of a suite of technical assistance offerings, recognizing EGPAF's potential strengths and limitations, and grounded in a data-driven understanding of the future direction of the HIV response and HIV epidemic;
- Recommendations on the institutional capabilities and systems needed to effectively develop and grow EGPAF's portfolio in external technical assistance;
- On the basis of the above, a clear strategy with recommended next steps and milestones to position EGPAF to operationalize growth in technical assistance.

EGPAF may also engage this consultant to support the development of a similar strategy for two to three high-priority country programs, which would include conducting a similar process with

the Country leadership. If EGPAF pursues this, international travel **may** be required for this consultancy.

The consultant will report to the Senior Director, Technical Leadership and Program Optimization, who is charged with driving EGPAF's growth in external technical assistance. The Senior Director, TLPO will work in close coordination with two colleagues from EGPAF's New Business Development team and Program Implementation and Country Management team. Together, this group of three individuals will serve as the primary support team working with the consultant.

CONSULTANT DELIVERABLES

1) a landscape scan of existing and potentially emerging competitor organizations working in the HIV technical assistance arena, including non-and-for-profit firms based in the US, Europe and Africa, including an overview of their existing portfolio; 2) with substantial support from a small team of EGPAF senior staff, the finalization of an EGPAF strategy to advance a competitive role in technical assistance, including a suite of technical assistance offerings. The consultant will be responsible for the final product, which will include EGPAF staff content.

EGPAF may also engage this individual to conduct a similar process for 1-3 EGPAF country offices.

MINIMUM REQUIREMENTS:

The appropriate candidate will:

- 1) Have strong understanding of the global HIV response;
- 2) Have good understanding of PEPFAR, Global Fund and other key HIV-related donors;
- 3) Be familiar with the organizations working in the HIV arena;
- 4) Be able to facilitate discussion with a small group of senior staff to support strategy development;
- 5) Excellent writing skills.

FOUNDATION RESPONSIBILITIES:

EGPAF will provide relevant information to support the individual to accomplish the two deliverables, including substantial support on the development of the strategy.

LOGISTICS:

The consultant may work remotely, with periodic phone or video calls to the EGPAF team.

KEY CONTRACT TERMS:

The anticipated contract type is a 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.

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. Contractor's proposed process and approach to meet our needs efficiently	2. A maximum 5-page written proposal explaining the process and timeline for implementation	25%
3. Timeframe of implementation	3. Estimated hours, timeframe with deliverables, final delivery date	20%
4. Total fixed price	4. Total fixed price for all activities including a fixed price per each of the 3 deliverables	15%
5. Qualifications of proposed individuals	5. CV/Resume of proposed individuals to work on this project 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: January 9, 2020 - Release of RFP

DATE: January 15, 2020 - Submission of Contractual and Technical Inquiries: to Cathy Colbert, Sr. Awards & Compliance Officer, Awards, Compliance & International Operations, ccolbert@pedaids.org with a "cc" to Theresa Wolters, Sr. Director, Technical Assistance & Sustainability at twolters@pedaids.org .

No phone calls please.

DATE: January 20, 2020 - Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>.

DATE: January 27, 2020 - Completed proposals must be delivered electronically by the

deadline mentioned on page one to: Cathy Colbert, Awards & Compliance Officer at ccolbert@pedaids.org.

DATE: January 31, 2020 - Final decision announced and Offerors notified

DATE: On or about February 5, 2020 - 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

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 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 [dhorne\[at\]pedaids.org](mailto:dhorne[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.