

REQUEST FOR PROPOSALS # COH2020

Design and Packing of Training Materials to support rollout of Circle of Hope “Nkalo” HIV Service Delivery Model

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)

1140 Connecticut Avenue, NW

Suite 200

Washington, DC 20036

Firm Deadline: March 13, 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

EGPAF is receiving funding to provide technical assistance to Circle of Hope, a faith-based organization funded through a cooperative agreement between CDC Zambia and Catholic Relief Services (CRS). EGPAF will provide technical assistance for the development of a comprehensive training package to support the rollout of the Circle of Hope implemented “Nkalo” Community Post HIV service delivery model, building on those already developed and currently used by Circle of Hope in Zambia. Training materials and standard operating procedures will be used by partners supported through CDC’s Faith and Community Initiative (FCI) to roll out this evidence-based model in other FCI countries.

Specifically EGPAF is responsible for:

1. Development of Standard Operating Procedures (SOPs) supporting:
 - Community mapping processes that support hot spot identification
 - Placement and development of static community posts providing ART testing and treatment services
 - Community post staffing for a multidisciplinary team equipped to provide psychosocial counseling, HIV testing, treatment initiation, and community-health outreach
 - Decentralization of HIV testing, ART initiation, and treatment continuation from identified ART facilities to static community posts
 - Stakeholder engagement and use of expert clients among staff and CHWs to build community trust
 - Mentoring and regular feedback to community post teams to assess progress, identify barriers, and build morale, including the use of monetary incentives, daily targets and performance updates using mobile technology, and quarterly non-monetary recognition and awards
2. Development of training modules, supporting materials, and job aids. These will build off the existing presentations, screening tools, data collection tools, and community health worker incentive tools that have been used in CoH programs in Zambia.

EGPAF is seeking to engage a consultant to support the development of this training package.

PURPOSE/SCOPE OF WORK

Consultant will work closely with the technical assistant lead and content experts to develop a training package, including training slides, training manual and accompanying materials (SOPs, job aids). This will include the writing and design, editing, formatting and revising documents, ensuring that content is consistent, clear and reflect adults learning and good training practices.

CONTRACTOR DELIVERABLES

- Work closely with technical assistance lead and content experts to design training outline; the training will likely be a 4-5 day training (appr. 8 modules)
- Consultant will work closely with content experts to further refine training content, building on training materials currently in use by CoH and ensure content is comprehensive and technically sound
- Design and package the training materials including training slides, training manual, standard operating procedures, and job aids.

Period of performance: April 1 – May 15

The above is the anticipated period of performance for this scope of work. All deliverables must be complete by May 15. Only applicants that are available during this timeframe should apply. Any schedule changes/updates will be communicated with the selected winner.

Anticipated schedule:

Draft version 1 due: April 10

Draft version 2 due: May 8

Final version: May 15

MINIMUM REQUIREMENTS:

- Knowledge and understanding of HIV service implementation in LMIC
- Prior experience with the design of training materials targeting health professionals in sub-Saharan Africa
- Experience preparing a training package, including design and formatting to complete final product.

FOUNDATION RESPONSIBILITIES:

- Provide rough outline for the training materials (main topics; logical order and allocation of time for each topic)
- Provide the content for the training modules, standard operating procedures and job aids
- Ensure expert review of content and ensure content is correct and of high quality
- Facilitate review by Circle of Hope and CRS

LOGISTICS:

Consultant can work remotely or EGPAF can provide space.

Available to participate (remotely or in person) in work meetings during EST working hours.

No travel required.

KEY CONTRACT TERMS:

The anticipated contract type is 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	25%
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	20%
3. Timeframe of implementation	3. Estimated hours, timeframe with deliverables, final delivery date	15%
4. Total fixed price	4. Total fixed price to complete all deliverables outlined in the scope. This includes all required labor hours as well as any communication or supply costs necessary to complete the scope.	20%
5. Qualifications of proposed individual	5. CV/Resume of proposed individual to work on this project	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: 2/28/2020 – Release of RFP

DATE: 3/6/2020 – Submission of Contractual and Technical Inquiries: **Christa Moore**, cmoore@pedaids.org

No phone calls please.

DATE: 3/10/2020 – Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>

DATE: 3/13/2020 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: **Christa Moore, cmoore@pedaids.org** with a “cc” to **Cathrien Alons, CAbons@pedaids.org**

DATE: 3/20/2020: – Final decision announced and Offerors notified

DATE: 3/30/2020: – 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

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 of suspect unethical behavior by a Foundation employee, please contact fraud@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.