

REQUEST FOR PROPOSALS # S002163

DELTA2 Assignment 03 Gender and Youth Initiative Activities
HIV Youth Prevention Strategy and Operational Plan Consultancy
in support of the

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)
1140 Connecticut Avenue, NW
Suite 200
Washington, DC 20036

Firm Deadline: September 1, 2020

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:

From 2013-2019, EGPAF implemented the five-year Delivering Technical Assistance (DELTA) project funded by the U.S. Centers for Disease Control and Prevention (CDC). During this period, EGPAF completed 37 assignments across 10 countries, namely, Zimbabwe, Zambia, Uganda, Tanzania, Namibia, Mozambique, Malawi, Lesotho, Côte d’Ivoire, and Cameroon. These assignments included research, technical assistance (TA), and broad support to facilitate quality HIV prevention, care and treatment in Africa as requested by CDC.

In 2019, EGPAF was awarded DELTA2, a continuation of the previous project. The assignment presented in this scope of work (SOW) is being implemented as part of the global cooperative agreement for the delivery of technical assistance (DELTA2), a five-year, U.S. CDC-funded cooperative agreement implemented by EGPAF. The purpose of this award is to provide comprehensive and cost-effective TA, capacity building, and program implementation expertise for President’s Emergency Plan for AIDS Relief (PEPFAR) and Global Fund (GF)-supported global health activities.

PURPOSE/SCOPE OF WORK:

This will be EGPAF’s third assignment under the DELTA2 mechanism and implemented within DELTA2’s project year two (PY2). EGPAF and the consultant will work directly with CDC’s Gender & Youth Team to gather information and develop a series of documents contributing to a comprehensive, catalytic youth strategy and operational plan for CDC’s HIV Prevention Branch, focused on mainstreaming youth populations as priorities in HIV prevention programming.

Specifically, Assignment 03 will develop an internal Youth Strategy, an Operational Plan for Youth Integration, and a draft position paper to guide expanded investments for youth (15-24 years old) with the intention of mainstreaming youth populations as priorities in HIV prevention programming. CDC representatives may include Gender & Youth staff and stakeholders, HIV Prevention Branch leadership, Maternal and Child Health (MCH) Branch and Care & Treatment Branch leadership, and HIV Prevention Branch individuals from CDC’s Voluntary Medical Male Circumcision (VMMC), Key Populations, HIV

Testing Services (HTS), and the Community Engagement Teams. Additional possible engagement may include CDC country office prevention staff and external thought leaders such as WHO, UNICEF and UNAIDS representatives, as appropriate.

The consultant, in consultation with EGPAF assignment staff, will use virtual individual and group discussions, in addition to the existing CDC team's landscape analysis, to inform the development of three documents focused on the integration of youth priorities: A Youth Strategy, an Operational Plan for Youth Integration and a draft position paper on the integration of youth in HIV prevention programming.

Specifically, EGPAF and CDC will outline the most effective strategies to incorporate youth sub-populations (e.g., youth peer leaders, mentors and ambassadors who support HIV prevention programming) into HIV prevention efforts to create a brief Youth Strategy (7-10 pages, with accompanying appendices PowerPoint slide deck). The Youth Strategy will examine the impact of the youth bulge throughout the HIV prevention and care continuum, and address priority issues for AGYW, adolescent boys, and young key populations including a focus on youth engagement at the community level, violence prevention and post-violence care, and self-testing. To do this, the consultant will develop a strategic plan outline, conduct and report on virtual group discussions (at least 2) and a series of phone/web-based interviews (between 15-20 key leaders from CDC headquarters, the field and key counterparts). These discussions should be information-gathering exercises that encourage team members and stakeholders to be critical, constructive, and self-reflective of the available opportunities to mainstream youth priorities. In addition to these interviews, input from youth via EGPAF's Committee for African Youth Leaders (CAYA) mechanism should also be incorporated into the brief Youth Strategy.

The consultant will be responsible for drafting the Youth Strategy and gathering feedback from EGPAF and CDC on the initial drafts, in order to finalize the strategy by early November. Once the strategy is near complete, the consultant will then use this strategy to develop an Operational Plan for Youth Integration (3-5 pages, including tables/matrices) to guide the integration of the youth strategy into each of the four key areas of the CDC's HIV Prevention branch (e.g., HIV Testing Services, Voluntary Medical Male Circumcision, Key Populations and Community Engagement) at both headquarters and country levels. To do this, the consultant will develop and confirm a template for completion and review by CDC, and solicit feedback and approval from EGPAF and then CDC. Once completed, the consultant will support dissemination events by webinar for CDC and EGPAF in January 2021.

Finally, the Youth Strategy document and the Operational Plan for Youth Integration will then contribute to the development of a draft position paper on the integration of youth in HIV prevention programming.

By the end of the consultancy, the CDC's HIV Prevention Branch will have been engaged in the development of approaches and have the tools to better target youth systematically into programming across teams using a variety of evidence-based approaches.

The consultant's work for Assignment 03 is estimated to begin on or around September 30, 2020 with the intention of being completed by February 28, 2021. This Task will require a consultant to lead this intensive consultative process per the required timeline amidst known US holiday schedules and expected COVID-19 realities.

The successful consultant/agency will complete the following:

Activities	Q1 (Oct-Dec '20)			Q2 (Jan-Mar '21)		
	Oct '20	Nov '20	Dec '20	Jan '21	Feb '21	Mar '21
Confirm consultant expectations, templates, and detailed timeline to achieve expected results	X					
Completes the scheduled informational interviews and discussions with key stakeholders, and compiles the Youth Strategy	X					
Develop Youth Strategy and submit to EGPAF and CDC for review	X	X				
Develop Operational Plan for Youth Integration and submit to EGPAF and CDC for review		X	X			
Revise and finalize the Youth Strategy and the Operational Plan based on all EGPAF and CDC feedback, before dissemination.			X	X		
Develop the draft Youth Position Paper				X	X	
Draft the consultant report					X	

CONTRACTOR DELIVERABLES:

Outputs	Deliverables
<ul style="list-style-type: none"> Two group discussions with Gender & Youth Team staff: one prior to the interviews and one post-interview discussion to share the preliminary findings and the draft strategy Approximately 15-20 interviews with key stakeholders in individual format, using EGPAF-developed tools for information capture, possibly including: <ul style="list-style-type: none"> Two with the HIV Prevention Branch Leadership Two with each HIV Prevention Branch Team (eight total) Two with the MCH Branch/Care & Treatment Branch 	Youth Strategy
	Operational Plan for Youth Integration
	Consultant Report

Outputs	Deliverables
<ul style="list-style-type: none"> • Three with CDC HIV Prevention Branch staff in CDC country offices • Three with external stakeholders (UNICEF, UNAIDS and WHO) • Findings summarized to guide the Youth Strategy and the Operational Plan 	Position paper on the integration of youth in HIV prevention programming (Draft)

FOUNDATION RESPONSIBILITIES:

EGPAF will be responsible for facilitating access to CDC colleagues, reviewing deliverables and communicating with the CDC regarding the ongoing development and status of the work for DELTA2 Assignment 03. EGPAF will also convene and support youth input into the strategy via the Committee for African Youth Leaders (CAYA), an internal youth TA body for EGPAF global.

LOGISTICS:

This work can be performed remotely from any location with quality access to internet and reliable discussion platforms such as Zoom/Skype. The consultant must be accessible during working hours for EST time zones, between 8 am and 5 pm.

KEY CONTRACT TERMS:

The anticipated contract type is *firm fixed price, per the estimate level of effort using a daily rate*. 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 and CDC. Contractor will not use or allow the use of the Materials for any purpose other than Contractor's performance of the Contract. As information is internal to the donor, the consultant will also be required to explain methods for ensuring sensitive information and views are compiled and transferred.

Should the agreed deliverables not be met on time due to the fault of EGPAF or donor, the Foundation will discuss options for amending the contract to reflect the working environment. The consultant is responsible for timely communication of delays.

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. Two professional references from similar past projects with phone and email contract 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 3-page written proposal explaining the process and timeline for implementation	20%
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 deliverables. When preparing your fixed price please use the following parameters: budget for 2 group discussions, 16 interviews and 2 rounds of revisions based on stakeholder feedback. Additional rounds of group discussion, interviews, and feedback will be included as priced options in the contract with the selected consultant or firm. Please also include the individual price of 1 additional group discussion, 1 additional interview and 1 additional round of stakeholder feedback.	20%
5. Qualifications of proposed individuals	5. CV/Resume of proposed individuals 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. A copy of valid registration must be submitted with each proposal.

PROPOSED TIMELINE:

- August 13, 2020- Release of the RFP
- August 18, 2020 – Questions due to Christa Moore, cmoore@pedaids.org with a “cc” to Laura Reynolds at lreynolds@pedaids.org
- August 21, 2020 - Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>. No phone calls please.
- September 1, 2020 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: Christa Moore, cmoore@pedaids.org with a “cc” to Laura Reynolds at lreynolds@pedaids.org
- September 15, 2020 – Final decision announced and Offerors notified
- September 30, 2020 – Contract executed and Services begin

ADDITIONAL INFORMATION:

Please include '**DELTA2 Assignment 03**' 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 or 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.