



Revised 10-18-2022

REQUEST FOR PROPOSALS # (S032564)

(Consultant for Project DPro Training Workshop)
in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)
1350 Eye Street, NW
Suite 400
Washington, DC 20005

Firm Deadline: May 15th 2023, 00:00 EDT

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

Elizabeth Glaser Pediatric AIDS Foundation (“EGPAF” or “the 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>.

EGPAF adopted the Project DPro (Project Management for Development Professionals) training methodology in 2015. Since then EGPAF has developed in-person and virtual trainings in English, French, and Portuguese, as well as a group of skilled Project Dpro trainers through a Training of Trainers program.

In 2023, EGPAF is supporting activities in 13 countries. The Foundation is currently looking to contract with an external group to provide one-week PMD Pro Training Workshop in English, French, or Portuguese as needed throughout the year to educate its global staff in basic project management concepts using the Project Dpro methodology, when internal trainers cannot meet the demand. The initial assignment will take place in DRC (in French). Depending on the success of the initial training, the selected consultant, if available, will be utilized by the Foundation to provide subsequent similar trainings to other global staff on an as needed basis. The workshop element of the training is intended to give staff the opportunity to populate and grapple with key project management tools.



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PURPOSE/SCOPE OF WORK

The Foundation is seeking proposals from qualified training firms / consultancies to offer and in-person Project DPro training in French in the Democratic Republic of Congo (DRC). Target participants come from the DRC Army AIDS Control Program, and may include other selected key staff from EGPAF's DRC Country Office. The content of training should track with the Project DPro and build in a workshop element to allow time to practice with project management tools. It will culminate with the participants completing the online Project DPro Foundation examination, facilitated by the consultants. Upon successful completion of an initial training in DRC, an option can be excited to allow additional consultancies in other EGPAF countries.

CONTRACTOR DELIVERABLES

The selected training provider will work in close consultation with the Points of Contact (POCs) from EGPAF DC and EGPAF DRC to ensure the following deliverables:

- 1) Design Phase:
 - a. Develop a high-level proposal for the training workshop which articulates the training's overall approach, mode of delivery, etc.
 - b. Share this proposal with the POCs and obtain POC buy-in for the overall design of the training.
- 2) Preparation Phase:
 - a. Coordinate with key POCs in-DRC to understand the models of their projects in order to customize the training to the specific country context.
 - b. Present a detailed training workshop program and timetable, training materials and modules, user friendly handouts, and training aids (e.g. activity worksheets, case studies, participant workbooks, etc.) for all sessions.
- 3) Delivery Phase:
 - a. Deliver the training, accompanied by participant materials.
 - b. Administer the online external exam on the final day of the training.
- 4) Post-Training:
 - a. Present a training report which includes both recommendations of follow-up action to continue to improve participant capacity and concrete recommended changes to improve overall project management at the assigned country office, and EGPAF/Global, as relevant.
 - b. Collect and present participant evaluations of training.



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MINIMUM REQUIREMENTS:

- 1) Familiarity with the Project DPro methodology.
- 2) Ability to proctor the online Project DPro exam.
- 3) Demonstrated experience developing and implementing high-quality project management training programs, preferably including experience working in the international NGO sector.
- 4) Track record of delivering training programs in the African context.
- 5) Knowledge of adult and participatory-based learning principles.
- 6) Engagement in similar assignments for international or local NGOs .
- 7) Familiarity of the demands of government funding (preferably U.S. Government) and its impact on non-profit organizations.
- 8) Experience working with international NGOs and/or diverse groups, particularly those with a social mission.
- 9) Strong attention to detail.
- 10) Strong organizational and time-management skills.
- 11) Ability to provide professional reports in a timely manner.

FOUNDATION RESPONSIBILITIES:

The Foundation will, at its discretion, provide the selected training provider with the following materials, in order to facilitate the preparation of training materials and modules.

- Examples of the Foundation’s previous work in Democratic Republic of Congo (DRC) ;
- Copies of annual work plans from EGPAF DRC;
- Further information on EGPAF DRC’s existing approaches to project management; and
- Other necessary information needed by the consultant to successfully complete the assignment

LOGISTICS:

The training workshop will be held locally in the assigned global EGPAF country unless determined otherwise by the primary POC (refer to <http://pedaids.org/pages/contact-us> for more information). The Foundation will arrange and pay for a suitable training venue, training equipment, and accommodation for all EGPAF participants.

The cost of any flights (compliant with the Fly America Act) and accommodations in respect of the training provider(s) will be coordinated by the assigned country office or reimbursed as mutually agreed upon prior to the signing of the initial contract. If the final contract allows for reimbursement of travel expenses, the training provider will be responsible for submitting receipts and other necessary supporting documentation associated with making his/her own travel arrangements, visa arrangements (if applicable), and providing all training materials. For the training in DRC, EGPAF will provide local transportation for the consultant to and from the airport and training venue.



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KEY CONTRACT TERMS:

The anticipated contract type is *indefinite quantity contract with task orders*. 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 0.1% of the value of the late deliverables/services per started week of delay up to a maximum amount 5% of the entire value of the contract.

OPTIONAL WORK:

The Foundation also anticipates a need to potentially extend this scope of work for an additional 1 option period. The anticipated duration of each option period is 60 months. Please indicate any pricing changes for the option periods in response to this RFP.

In the event that additional services of similar scope are requested by the Foundation for the same individuals identified in the Contract, the daily rates will not increase by more than 5% in subsequent option periods, assuming those periods correspond with the following calendar year.



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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. Earliest Availability	1. Please indicate the earliest date from which you are available to commence the contract.	5%
2. Past performance of similar work	2. Three (3) professional references from similar past projects with phone and email contract information and one or more examples of prior similar work. 3. A maximum one (1) page summary describing the training provider’s demonstrated experience facilitated Project DPro trainings	25%
3. Contractor’s availability and proposed process/ approach to meet our needs efficiently	4. A list of specific dates through December 2023 that the training provider will be unable to travel or offer training to the Foundation’s global staff. 5. A maximum 5-page written proposal explaining the process and timeline for implementation	30%
4. Total fixed price	6. Total fixed price for all activities including a fixed price per each of the 3 deliverables	20%
5. Qualifications of proposed individuals	7. 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. A copy of valid registration must be submitted with each proposal.

Please note that the assignment in DRC must be completed by December 2023. Any training providers that are unavailable during that period may be disqualified from selection.



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PROPOSED TIMELINE:

DATE: 4/28/2023 – Release of RFP

DATE: 5/8/2023 – Submission of Contractual and Technical Inquiries must be send to the following email - usprocurement@pedaids.org

No phone calls please.

DATE: 5/10/2023 – Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>.

DATE: 5/15/2023 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: usprocurement@pedaids.org

DATE: 5/17/2023: – Final decision announced and Offerors notified

DATE: 5/22/2023: – Contract executed and Services begin.

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

KEY SOLICITATION TERMS AND CONDITIONS

The following terms and conditions apply to this solicitation. Preference will be given to bidders who can meet EGPAF terms. Any exceptions to the requirements or terms of the solicitation must be noted in your submission.

1. All submissions and/or communications should be identified by the unique RFQ or RFP Reference Number reflected on the first page of the solicitation document. Failure to comply with this requirement may result in non-consideration of your submission. Late quotes/proposals may be rejected without being considered.
2. Participation in this solicitation is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country where services will be rendered. To be eligible for participation in the bidding procedure, bidders must prove to the satisfaction of EGPAF that they comply with necessary legal, commercial, technical, and financial requirements and are able to carry out the resulting work effectively. EGPAF may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certification and/or tax compliance (i.e. VAT) prior to awarding of the final procurement. Failure to provide this information at that time may automatically disqualify a bidder from selection.
3. EGPAF shall use its best endeavors to ensure that funds provided under this solicitation do not provide direct or indirect support or resources to organizations and individuals that are associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking, or provide assistance to drug traffickers. If, during the course of this solicitation, EGPAF discovers any link whatsoever with any organization or individual



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associated with any or all of these, they shall be excluded or disqualified from the bidding process.

4. EGPAF reserves the right to terminate the final contract should the selected bidder be unable to fulfill its expected obligations.
5. By submitting a bid, you certify that the person(s) involved in the preparation and collation of quotes/proposals were or are in no way associated or have any Conflict of Interests with the initial preparation of the solicitation, the tender documentation, or the subsequent evaluation, assessment, analysis, management, and decision-making process of this solicitation.
6. The solicitation is not an offer to enter into agreement with any party, but rather a request to receive proposals or quotations from person(s) interested in providing the goods/services outlined in the released solicitation document. Such submissions shall be considered and treated by EGPAF as offers to enter into an agreement.
7. Any quotations or proposals not addressing each of the submission requirements listed in the solicitation may be considered non-responsive and disqualify the applicant from final selection. Any exceptions to the requirements or terms of the solicitation must be noted in the final submission. EGPAF reserves the right to consider any exceptions to be non-responsive. EGPAF reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.
8. EGPAF shall not be obligated for the payment of any sums whatsoever to any recipient of the solicitation until and unless a written contract between the parties is executed.
9. Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS EGPAF 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.
10. All items or deliverables provided to EGPAF must be furnished for the use of EGPAF without royalties or any additional fees. All Materials will be owned exclusively by EGPAF. Bidder will not use or allow the use of the Materials for any purpose other than bidder's performance of the Contract without the prior written consent of EGPAF.
11. **ETHICAL BEHAVIOR:** As a core value to help achieve our mission, EGPAF 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 EGPAF employees, or other unethical practices. If you experience or suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at fraud@pedaids.org or EGPAF's Ethics Hotline at www.reportlineweb.com/PedAids. Any vendor or consultant who attempts to engage, or engages, in corrupt practices with EGPAF will have their bid disqualified and will not be solicited for future work.
12. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment:

In accordance with Section 889 of the National Defense Authorization Act for Fiscal Year 2019, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not procure or use any equipment, system, or service that uses "covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system under the resulting contract. "Covered telecommunications equipment or services" includes telecommunications or video surveillance equipment or services (including, but not limited



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to, cell phones, security cameras, network switches, and routers) manufactured by or with components from these Chinese companies or their subsidiaries or affiliates: (1) Huawei Technologies Company; (2) ZTE Corporation; (3) Hytera Communications Corporation; (4) Hangzhou Hikvision Digital Technology Company; or (5) Dahua Technology Company. In the event the supplier identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, for performance of this agreement for EGPAF, the supplier will notify EGPAF immediately and will be guided to provide the information required by FAR 52.204-25. The supplier agrees to insert the substance of this clause in all of its subcontracts or purchase orders funded by EGPAF.