



**Elizabeth Glaser  
Pediatric AIDS Foundation**  
Fighting for an AIDS-free generation

**REQUEST FOR PROPOSALS #S033268**

**PCC Consultant**

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Harare

**(96 West Road, Avondale West, Harare, Zimbabwe)**

**Firm Deadline: Sunday, June 4, 2023**

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 Ministry of Health and Child Care (MOHCC) has been implementing the Catalysing Covid 19 Action (CCA) project in Zimbabwe since October 2021 with support from Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) through a grant from UNITAID. This is a multi-country project for Cameroon, Kenya and Zimbabwe with a goal to reduce mortality and severe disease from COVID-19 through increasing access to high-quality diagnostics and therapeutics. The CCA project is focusing on the clinical management of severe COVID-19 using therapeutics approved for use in Zimbabwe, evidence generation on the effectiveness of therapeutics and integration models, the procurement of approved therapeutics and diagnostics, and health systems strengthening for responding to emerging health threats.

On May 5, 2023, the World Health Organization (WHO) declared an end to COVID-19 as a public health emergency. WHO acknowledged that COVID-19 remains an ongoing global health issue, particularly on the African continent. Furthermore, in Zimbabwe, the authorities lifted all remaining COVID-19 measures as of May 10. WHO published the COVID-19 Strategic Preparedness and Response Plan (2023-2025), which details how different countries may transition to long-term management of COVID-19. This plan outlines actions for managing the virus in 5 key areas which are collaborative surveillance, community protection, safe and scalable care, access to countermeasures and emergency coordination. One of the strategic objectives of the plan is preventing, diagnosing and treating COVID-19 to reduce mortality, morbidity, and long-term sequelae.

It is against this background that EGPAF invites proposals on care and treatment of post-COVID conditions from eligible consultants who have experience in developing similar frameworks and are well-versed in the healthcare system of Zimbabwe.

**SCOPE OF WORK AND CONTRACTOR DELIVERABLES**

The objective of this project is to develop a robust framework that finds, screen, diagnose, care and treatment for patients with post-COVID conditions. The consultant will perform the following:



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- Submits an inception report with a plan outlining detailed approaches and timelines for the assignment
- Conducts a desk review of relevant literature, guidelines and program documents on post covid conditions
- Assessment of current post-COVID conditions management practices within the country
- Identification of gaps in existing programming of post-COVID conditions
- Consultation with stakeholders to identify opportunities for integration of post-COVID conditions identification, diagnosis, care and treatment into primary health services
- Development of strategies and roadmap for integration of post-COVID conditions services into primary health services
- Develops the training materials, job aids, protocols, and SOPs for post covid conditions
- Developing a monitoring and evaluation framework

In addition, the consultant would be responsible for developing an accompanying toolkit that staff at project sites can use for integrating post-COVID conditions into their work.

### **Outputs**

- Submits all final deliverables and report to EGPAF
- Training material for HCWs on post-COVID conditions screening, diagnosis and treatment

### **KEY CONTRACT TERMS:**

The anticipated contract type is Firm Fixed Price 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.

### **EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:**



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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
Contractor's proposed process and approach to meet our needs efficiently	A maximum 5-page written proposal explaining the process and timeline for implementation showing estimated hours, timeframe with deliverables, final delivery date	40.00 %
Qualifications of proposed individuals and Experience	<ul style="list-style-type: none"><li>• Degree in medicine with MMed Medicine, Public Health or any other health science-related masters.</li><li>• Minimum of 5 years of working experience in respiratory medicine in Government or implementing partners.</li><li>• Experience in managing public health programs including planning, designing, implementing, monitoring and evaluation as well as reporting.</li><li>• Proven experience undertaking a similar assignment.</li><li>• Sound understanding of human rights and gender approaches.</li></ul> CV/Resume of proposed individuals to work on this project and 2 references per individual	30.00 %
Total fixed price	Total fixed price to complete all of the deliverables, including a breakdown by deliverable. This fixed price should be inclusive of all travel, staff/consultant time and any necessary supplies and materials.	30.00 %
Total		100.00%

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:**

**DATE**

**ACTIVITY**

Release of RFP



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No phone calls please.

**6/4/2023**

Completed proposals must be delivered electronically by the deadline mentioned on page one to: Munyaradzi Karimanzira, Procurement Officer, [ZimProcurement@pedaids.org](mailto:ZimProcurement@pedaids.org)

**6/8/2023**

Final decision announced and Offerors notified

**6/9/2023**

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



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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](mailto:fraud@pedaids.org) or EGPAF's Ethics Hotline at [www.reportlineweb.com/PedAids](http://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 to, cell phones, security cameras, network switches, and routers) manufactured by or with components from these Chinese companies or their



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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.

13. **Prohibition on the use of Kaspersky Lab.** In accordance with Section 1634 of the National Defense Authorization Act for Fiscal Year 2018, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not provide any “covered article” to EGPAF or use any “covered article” in the development of data or deliverables first produced in the performance of a resulting contract or order. “Covered article” means any hardware, software, or service that: (1) Is developed or provided by a “covered entity”; (2) Includes any hardware, software, or service developed or provided in whole or in part by a “covered entity”; or (3) Contains components using any hardware or software developed in whole or in part by a “covered entity”. “Covered entity” means (1) Kaspersky Lab; (2) Any successor entity to Kaspersky Lab; (3) Any entity that controls, is controlled by, or is under common control with Kaspersky Lab; or (4) Any entity of which Kaspersky Lab has a majority ownership.