



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

REQUEST FOR PROPOSALS # S034421

Pediatric Advanced HIV disease implementation Toolkit and Training materials development:

Consultant Work

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)

1350 Eye Street, NW

Suite 400

Washington, DC 20005

Firm Deadline: August 1, 2023 5 PM EST

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 implements a comprehensive Advanced HIV Disease (AHD) program in ten countries (Cameroon, Eswatini, Lesotho, Kenya, Malawi, Uganda, Tanzania, Democratic Republic of Congo, Cote d'Ivoire, and Mozambique) through different funding mechanisms. Advanced HIV Disease Management is a key strategy for patient-centered care, is critical for countries to achieve the SDG and UNAIDS target of ending HIV/AIDS as a disease of public health concern by 2030. WHO estimates that between 30-50% of all PLHIV starting ART present with AHD. Pediatric specific data is difficult to obtain because it is hardly collected and reported through the existing M&E systems. Most healthcare workers are not familiar with the pediatric opportunistic infection (OIs) profile, as it tends to present differently in adults. Children with AHD tend to present with malnutrition or severe bacterial infections, which can also occur in HIV negative Children and Adolescents.

EGPAF's package of care comprises priority actions to reduce AHD-related morbidity and mortality, as outlined in the WHO's AHD guidelines (AHD guidelines July 2017, STOP-AIDS Technical Brief 2020, Consolidated ART guidelines 2021), recently updated pediatric and adolescent TB guidelines (consolidated guidelines on tuberculosis September 2022) as well as subsequent evidence-based best practices. These include several rapid point-of care diagnostics to allow patients to be diagnosed with AHD more efficiently and faster access to needed counseling, ART regimen changes, and prophylaxis and treatment for opportunistic infections. EGPAF uses the hub-and-spoke model to deliver appropriate healthcare services to peripheral sites, and intends to add a community component of care, bringing AHD care geographically closer to patients.

EGPAF is seeking a consultant to develop the pediatric AHD implementation Toolkit and Training materials. This package will provide guidance, training, and implementation resources for service providers, policymakers, researchers, project managers, donors, and other stakeholders for the management of AHD in children and adolescents. The AHD Toolkit should comprise of a package that addresses the following thematic areas:

- Situational analysis of the implementation of AHD in children and adolescents.
- Key gaps that must be filled to catch up.
- Training curriculum based on normative documents.
- Training package including generic power point presentations based on normative documents.
- Case studies for discussion during the training.
- Key indicators for children with AHD.

SCOPE OF WORK/CONTRACT DELIVERABLES

The selected consultant will develop the products listed below, which together will comprise the EGPAF Pediatric and adolescent AHD tool kit:

1. A baseline Pediatric and adolescent AHD Situational Analysis.
2. Checklist/site assessment tool for sites offering pediatric AHD.
3. A Step-by-Step Implementation Guide/Handbook with practical ways to actualize the WHO STOP AIDS Framework. The handbook is not a clinical guidelines document per se as the clinical protocols already exist but should include practical guidance on how to set-up pediatric AHD care models, address challenges with Pediatric AHD reporting, data disaggregation.
4. Adapted or newly developed Pediatric and Adolescent AHD training package for clinical providers consisting of:
 1. Participant Training slides/manual
 2. Facilitators Training slides/manual

The purpose of the training materials will be to train clinical and supply chain management staff at primary- and referral-care levels and other collaborators at EGPAF including Ministry of health staff on the pediatric and adolescent AHD package of care. EGPAF currently possesses AHD training materials used for technical staff, which can also be used as resources in developing Pediatric and Adolescent AHD training materials. The training manuals should include case series and practical exercises and be targeted for those with medical training (ART Nurses/Clinical officers/doctors/Pharmacists/Specialists).



PROPOSED TIMELINE:

Task	Responsible Party	Date
Within 10 calendar days of consultancy, present the work plan to the collaborating team	Consultant	/ /2023
Within 7 calendar days of submitting the Work plan, the collaborating team provides feedback on the work plan	EGPAF	
Within 30 calendar days of consultancy, a draft 1 of the Situational Analysis Report	Consultant	/ /2023
Within 7 calendar days of submitting Draft of the Situational Analysis Report, the collaborating team provides feedback	EGPAF	
Within 60 calendar days of consultancy, submit draft 1 of the Step-By-Step Pediatric AHD Handbook/Guide	Consultant	/ /2023
Within 14 calendar days of submitting Draft of the Step-By-Step Pediatric AHD Handbook/Guide, the collaborating team provides feedback	EGPAF	
Within 90 calendar days of consultancy, submit draft 1 of the Training modules	Consultant	/ /2023
Within 14 calendar days of submitting Draft of the Training modules, the collaborating team provides feedback	EGPAF	
Within 120 calendar days of consultancy, a first complete version of the Pediatric AHD implementation toolkit submitted for internal review	Consultant	/ /2023
Within 14 calendar days of submitting the complete 1 st complete version, the collaborating team provides feedback	EGPAF	
Within 75 calendar days of the consultancy a completed final version of the EGPAF Pediatric AHD implementation toolkit.	Consultant	/ /2023

QUALIFICATIONS AND MINIMUM REQUIREMENTS:

1. Understanding of health systems with knowledge of public health, especially Pediatrics HIV in Africa.
2. Demonstrated experience in management of HIV positive clients, preferably a pediatrician.
3. Demonstrated experience developing HIV services related implementation and training materials for use in resource-limited settings.



4. Demonstrated record of accomplishment of toolkit production and delivering high quality materials.
5. Demonstrated experience with HIV programs tool development and utilization in HIV programs in low-resource settings.
6. Excellent writing skills to ensure that the toolkit is to the point clear, understandable, engaging, applicable and visually appealing.
7. Ability to produce creative content that converts interventions and findings into an easily understandable and digestible toolkit.
8. Excellent report writing skills.
9. Preferred fluency in English and French.

LOCATION OF ASSIGNMENT

1. The consultant should be based preferably in Africa and will be expected to coordinate closely with EGPAF Global staff and country teams.

2. **REPORTING REQUIREMENTS:**

1. The Consultant shall submit all the deliverables in pursuance of the SOW under this assignment to the EGPAF Snr. Director Technical Leadership & Strategy or designate.
2. The EGPAF Snr. Director Technical Leadership & Strategy or designate shall approve all the deliverables of the Consultant and recommend processing of payment upon satisfactory and acceptable deliverables.

POINT OF CONTACT:

- The consultant will work directly with the Snr. Director Technical Leadership & Strategy or designate, and members of the global Technical Strategy and Innovations team.

KEY CONTRACT TERMS:

- The anticipated contract type is Labor Hour 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.
- While the consultant is expected to reference existing documents on AHD, applicable intellectual property rights must be adhered to and where consent for use of materials is required, it will be the responsibility of the consultant to obtain these in writing. Plagiarism will lead to the product(s) being out rightly rejected at the costs of the consultant.

EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:

- The Consultant to provide a proposal/quotation that represents the best value.
- All proposals will be evaluated against the Evaluation Criteria listed below. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order below.



Evaluation Criteria	Submission Requirements	Weight
1. Understanding of Specifications	A written proposal demonstrating: <ul style="list-style-type: none">The consultant understands the specifications and requirements set forth in this ToRA detailed description of how the work would be accomplished.Brief statement on the consultant's capabilities and experience with HIV Toolkit development.	50%
2. Qualification	2. CV/Resume of proposed individual(s) to work on this project and 2 references per individual.	20%
3. Labor-Hour Contract Price	3. A breakdown of all labor rates to be applied to this project as well as a detailed budget of any required travel and supply costs.	30%
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:

DATE: 7/14/2023 – Release of RFP

DATE: 7/20/2023 – Submission of Contractual and Technical Inquiries to Kyu-San Shim, Associate Officer ACOE, at Kshim@pedaids.org

No phone calls please.

DATE: 7/25/2023 – Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>.

DATE: 8/1/2023 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: Kyu-San Shim, Associate Officer ACOE, at Kshim@pedaids.org

DATE: 8/3/2023: – Final decision announced and Offerors notified

DATE: 8/9/2023: – 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 this solicitation, EGPAF discovers any link with any organization or individual 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.



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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.

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 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.