



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

REQUEST FOR PROPOSALS #S037164

Qualitative Researcher

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Maseru

**(EGPAF Lesotho | LCA Office Complex, 30 Princess Margaret Road | Ground Floor | Maseru,
Maseru, Lesotho)**

Firm Deadline: Friday, December 15, 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 Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is a nonprofit organization dedicated to preventing pediatric HIV infection and eliminating pediatric AIDS through research, advocacy, and prevention, care, and treatment programs. Founded in 1988, EGPAF works in 19 countries globally.

EGPAF Lesotho country office is one of the major HIV service partners of the Lesotho Ministry of Health (MOH), since 2004. EGPAF first opened doors in Lesotho in 2006. To support the Lesotho Program, EGPAF has received funding from several Donors to implement different projects in collaboration with the MOH. The EGPAF program support has been in the areas of pediatric & adult HIV care & treatment, Prevention of Mother-to-Child Transmission of HIV (PMTCT), tuberculosis (TB) services, TB/HIV integration; strategic information and evaluation, quality Improvement, operational research and health systems strengthening.

Lesotho had a relatively solid PHC system in the 1990's, however the system deteriorated due to the HIV epidemic. The current health system does not prioritize PHC resulting in low service quality, weak utilization and extensive bypassing to tertiary care providers. Under the Health Systems Strengthening project focused on advancing primary health care, EGPAF in collaboration with MOH will be conducting formative research to understand more about the PHC system in Lesotho.

Findings from these assessments and research will inform the implementation phase to strengthen the PHC system.

SCOPE OF WORK AND CONTRACTOR DELIVERABLES

The Scope of Work and Contractor Deliverables for this Request for Proposals are found in Attachment A. NB: In-person/virtual interviews will be scheduled with shortlisted consultants



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FOUNDATION RESPONSIBILITIES:

Please refer to attached ToR for detailed information

LOGISTICS:

Please refer to attached ToR for detailed information

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.

OPTIONAL WORK:

The Foundation also anticipates a need to potentially extend this scope of work for an additional 3 option periods. The anticipated duration of each option period is 12 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 required by the Foundation for the same individuals identified in this Contract, the daily rates will not increase by more than 5% in subsequent option periods, assuming those periods correspond with the following calendar year.

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
Past performance of similar work	2 professional reference letters from similar past projects with phone and email contact information and one or more examples of prior similar work.	35.00 %
Qualifications of proposed individuals	CV/Resume of the individual to work on this project. CV should highlight experience with qualitative software packages.	40.00 %
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	25.00 %



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	supplies and materials.	
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.

Penalty:

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 1 % of the value of the late deliveries/services per started week of delay up to a maximum amount of 5% of the entire value of the contract.

Additional Instructions:

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 1 % of the value of the late deliveries/services per started week of delay up to a maximum amount of 5% of the entire value of the contract.

PROPOSED TIMELINE:

DATE	ACTIVITY
12/7/2023	Release of RFP
12/11/2023	Submission of Inquiries directed to: Boithatelo Ratsoane, Procurement Manager, procurement-ls@pedaids.org Any form of canvassing will lead to automatic disqualification of the firm No phone calls please.
12/12/2023	Question and Answer Response Document posted on EGPAF website at http://www.pedaids.org/pages/contracting-opportunities
12/15/2023	Completed proposals must be delivered electronically by the deadline mentioned on page one to: Boithatelo Ratsoane, Procurement Manager, procurement-ls@pedaids.org



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12/19/2023

Final decision announced and Offerors notified

12/20/2023

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.
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



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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 of 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 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.



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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.

ATTACHMENT A



TERMS OF REFERENCE

Qualitative Researcher – Assessment of Primary Health Care System in Lesotho

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For more information, please visit the Foundation's website at: <http://www.pedaids.org>

Overview

Lesotho had a relatively solid PHC system in the 1990's, however the system deteriorated due to the HIV epidemic. The current health system does not prioritize PHC resulting in low service quality, weak utilization and extensive bypassing to tertiary care providers. Under the Health Systems Strengthening project focused on advancing primary health care, EGPAF in collaboration with MOH will be conducting formative research to understand more about the PHC system in Lesotho. Findings from these assessments and research will inform the implementation phase to strengthen the PHC system.

OBJECTIVE OF THE CONSULTANCY

The purpose of this assignment is to lead all aspects of a formative research, involving interviews and focus group discussions with health facility and community providers and beneficiaries in multiple districts in Lesotho. This includes protocol development, institutional review board (IRB) submission, study training, data collection, transcription and translation, qualitative data coding and analysis and report writing.

Under the supervision and overall guidance of EGPAF, the consultant will:

Activities:

- Become knowledgeable of EGPAF research policies and procedures, ethical conduct of research, human subject protections, and all requirements of conducting study procedures.
- Participate in protocol development with EGPAF and external staff as appropriate and contribute to development of the protocol, data collection tools and consent forms.
- Coordinate with EGPAF research team to prepare protocol package for IRB submission.
- Conduct site preparation activities as needed.
- Participate in hiring of temporary data collectors.
- Represent the study to local government authorities at formal and informal meetings and stakeholders, as required.
- Write standard operating procedures (SOPs), ensuring that all EGPAF required SOPs and others necessitated by the study have been developed.
- Prepare for the study training, including developing an agenda, participant list, training logs, slide decks, etc. Work with other EGPAF staff on training logistics.
- Serve as the main facilitator for the study training of data collectors and other study team members.
- Oversee qualitative data collection, including participant recruitment, screening, consenting, and interviewing enrolled participants per SOPs.
- Supervise data collectors, including coordinating data collection schedules and site assignments, observing interviews, checking completed logs and informed consent forms, facilitating debrief sessions, troubleshooting as needed, ensuring compliance to protocol and ethical requirements, and reviewing interview recordings and transcripts for quality.
- Coordinate and synthesize reporting from data collectors to track study targets (by participant group, site, etc.).
- Oversee transcription and translation by data collectors, including reviewing recordings against transcripts to ensure meaningful and accurate capture of data.
- Develop the first draft of the qualitative codebook using the data collection guides and make refinements following initial data coding.
- Serve as one of the coders and analysts for qualitative study data and participate in relevant training and consensus meetings.
- Organize and participate in regular calls with Lesotho and US investigators to provide updates on study progress and implementation challenges.
- Appropriately and urgently report any adverse events or protocol deviations to the study leads and help to ensure data are documented truthfully and completely.
- Protect collected data and any other study documents and records through organized storage and management, keeping in locked cabinets overnight or when not in use, and only allowing authorized personnel to access such documents.
- Prepare draft of final study report.

Key deliverables from this assignment will include:

1. Study Standard Operating Procedures
2. Protocol training materials
3. Final interview transcripts
4. Qualitative codebook
5. Final study report

Duty station and duration of the assignment

- The duty station for the consultant will be EGPAF Lesotho office.
- The expected duration of the assignment is 64 days over a period of 6 months.
- Work over weekends may be required.

Consultant Experience and Qualifications

- An advanced degree in public health/epidemiology.
- Five or more years work experience in public health evaluations.
- Experience in study coordination.
- Experience in qualitative data collection, coding and analysis.
- Excellent oral and written communication skills in both English and Sesotho.
- Experience with a qualitative software package (e.g., Nvivo, MAXQDA).
- Strong critical thinking, problem solving, attentiveness to detail and organizational skills.
- Ability to work independently with limited supervision.
- High level of computer literacy
- Ability to work effectively within multi-disciplinary teams (excellent communication, negotiation, follow-up, and motivation skills, plus a positive attitude)
- Ability and willingness to travel within Lesotho up to 60%.

RESPONSIBILITIES OF PARTIES

EGPAF Responsibilities

The following will be the responsibilities of EGPAF Lesotho to ensure an effective and efficient implementation of this assignment;

- Provide transport services in the execution of the assignment.
- Provide EGPAF templates and other background materials.
- Facilitate access to required Ministry of Health documents and staff.

Consultants Responsibilities

The following will be the responsibilities of the consultant to ensure an effective and efficient implementation of this assignment;

- Submission of key deliverables in line with the approved deliverable schedule and fulfillment of the responsibilities as described above.
- Successful execution of the activities as outlined above, including the collection of high-quality evidence collected in compliance with the protocol and by upholding high research and ethical standards.
- Provide communication costs; voice and data communication.

Reporting Requirements

The Consultant shall report directly to the Associate Research Director (EGPAF United States) in pursuance of the scope of work under this Assignment. To ensure effective administration of the respective contract pursuant to the consulting services, the Senior Public Health Evaluations Advisor shall serve as the point of contact for all matters pertaining to the respective contract.

All deliverables shall be submitted to the Associate Research Director (EGPAF United States) and her delegates in line with the approved Deliverable Schedule.

Proprietary rights:

Outputs delivered under this consultancy contract will remain the property of EGPAF Lesotho.

The Foundation does not charge any fees at any stage of the recruitment process. If you are asked to pay a fee at any stage of recruitment, please contact fraud@pedaids.org