

**Request for Proposals # 0235A**

**Consultancy for Technical Assistance for CaP TB implementation**

**In support of**

**Elizabeth Glaser Pediatric AIDS Foundation (EGPAF)**

**Firm Deadline: 25 March 2019**

**LOCATION: CaP TB countries in sub-Saharan Africa**

**ADVISED BY: CaP TB Technical Director**

**Overview and purpose of the consultancy**

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>.

Through the Catalyzing Pediatric TB Innovations (CaP-TB) project, EGPAF will support the rapid roll out of innovative models of care to improve pediatric TB case finding, diagnosis and treatment of active TB disease and latent TB infection in 9 sub-Saharan African countries (Cameroon, Côte d'Ivoire, DRC, Kenya, Lesotho, Malawi, Tanzania, Uganda and Zimbabwe) and India. This four-year project (2017-2021) has been approved for funding by Unitaid and aims to improve the morbidity and mortality associated with pediatric TB in these countries and catalyze improvements in care in other high-TB burden countries.

The successful roll-out of the project requires the development of country- and context- adapted strategies to improve access to TB care for children by decentralizing the capacity to manage pediatric TB at the lower level of the health system and by integrating pediatric TB care in different child health entry points (i.e HIV clinics, MCH clinics, nutrition clinics, out-patients department).

In addition, the project aims at developing and implementing sustainable models for house-hold contact tracing in order to improve early case detection for active TB disease as well as access to TB preventive therapy (TPT).

The consultant will be required to travel to CaP TB project sites and will be responsible for providing technical assistance to EGPAF country teams and work in close collaboration with them and with National TB program representatives on the development of context-specific interventions that will allow CaP TB to reach its objectives in terms of decentralization and integration of pediatric TB care.

The successful candidate will have demonstrated experience in supporting the implementation of pediatric TB interventions in resource limited settings and in providing technical assistance both on clinical as well as on programmatic aspects.

Regular communication and close collaboration with the EGPAF HQ team will be required.

**Contractor Scope of work:**

- Travel to selected CaP TB countries (it is not required that the consultant provide services for all CaP TB countries) and assess the status of implementation of the following key project interventions in a purposefully selected sample of sites:
  - establish capacity for clinical management of pediatric TB at different levels of health care system (active TB disease and TPT) and within key pediatric healthcare entry points (e.g. pediatric outpatient clinics, nutrition centers, etc...)
  - establish capacity for sample collection procedures and efficiency of sample referral system
  - establish capacity to provide TB services in other child entry points
  - establish capacity to provide house-hold contact tracing
- In collaboration with EGPAF country teams, identify key challenges and gaps in implementation of key project interventions and develop context-specific solutions
- Advise EGPAF country teams on suitable and context-specific strategies for implementation of sample collection procedures
- Develop training material and deliver in-country trainings on sample collection procedures (gastric aspirate, induced sputum, Nasopharyngeal aspirate, lymph-node fine needle aspiration, stool), inclusive of practicum if requested by EGPAF country teams
- Assess implementation of infection control measures (in particular related to the implementation of sample collection procedures) and recommend corrective actions if needed
- Review job aids, algorithms and other tools introduced at facility level and for community interventions and provide revisions if needed
- Assess facility staff proficiency in pediatric TB - including use of newly recommended WHO treatments for active and latent TB, as well as diagnostic tests – and formulate specific recommendations on training requirements if needed

**Contractor deliverables per country:**

- Slide-deck to debrief EGPAF country team as well as the Geneva-based management team on outcome of the visit, key findings and recommendations
- Revised versions (in track changes) of CaP TB country-specific jobaids, algorithms, patients flow and other tools
- Training material on sample collection procedures (e.g: slide-decks, pre- and post- training tests)
- Detailed visit report that will include pragmatic and concrete recommendations on the interventions and corrective actions that must be implemented

**Contractor Desired Qualifications and experience***Education:*

- Advanced medical degree, preferably with residency in pediatrics or infectious diseases

*Desired Experience and Capabilities:*

- Experience (at least 5 years) in supporting implementation of TB and pediatric TB interventions in resource limited settings
- Proven experience in providing technical assistance on clinical management as well as programmatic interventions for pediatric TB
- Experience in implementing community based interventions for TB will be an asset

*Knowledge, Skills, and Abilities:*

- Strong ability to think strategically, with equally strong practical ability to translate strategic ideas into implementation
- Problem solving skills
- Very proactive and self-directed
- Strong analytical skills and common sense
- Strong work ethic
- Tactful, respectful, and keen diplomacy skills
- Availability to travel to CaP TB project countries in the African continent (each visit should last 2 weeks)
- Excellent oral and written English skills. Knowledge of French is an asset

**Logistics:**

Term: The contract is anticipated to start after final selection of a consultant and final contract negotiation/signature and end on September 01, 2021 unless extended by mutual agreement or terminated earlier by either Party.

Within this contract, the consultant and EGPAF will establish country-specific statement of works (SOW), including dates for each visit, pre-selection of sites and regions of focus, main focus of the visit (detailed SOW of the visit, based on the current situation at the time of the visit).

Compensation: The consultancy contract will be an indefinite quantity contract based on a fixed daily rate for labor.

Airfare / airplane organization: Economy airplane tickets will be booked by EGPAF, and all costs will be paid directly by EGPAF for airline tickets. Dates for the flights will be established on the visit-specific SOW, and will need written confirmation by the consultant before being confirmed and purchased.

Hotel: Consultants will be responsible for booking lodging on a given assignment and will be reimbursed for actual lodging costs. All lodging costs must be within the WHO allocated hotel component published in the WHO per-diem rates (<http://apps.who.int/bfi/tsy/PerDiem.aspx>) unless for security concerns, EGPAF requests the consultant to stay in an above-rate hotel. As needed the Foundation will provide

hotel recommendations from our approved list. In addition, as requested, the Foundation may consider making hotel booking directly for the Consultant.

Per-diem: The Consultant will be paid a fixed daily rate for meals and incidentals based on the published WHO rates found here: <http://apps.who.int/bfi/tsy/PerDiem.aspx>. The Consultant will be paid the per diem rate minus the allocated hotel component.

Additional expenses: The Foundation will also cover additional approved travel related expenses including required visas, vaccinations, travel insurance, airport transfer, in-country transport, etc.

#### **Duration and timeline of contractor activities:**

<b>Deliverable</b>	<b>Timeline</b>	<b>Deadline for submission</b>
Visit to project sites	From day 1 to day 8-10 (for a total of 10 days)	Not applicable
Slide-deck to debrief EGPAF country team	During country visit	Last day of country visit
Revisions of jobaids and other project tools	1-2 day	On day 15
Visit report	1-2 days	On day 15

#### **Template for visit-specific SOW**

Country	
Districts for visit	
Probable sites of the visit	
Agreed-upon daily fee	As per contract TOR
Agreed-upon daily per-diem	XXX USD maximum per day spent in yyy XXX USD maximum per day spent in ZZZ
Key focus of the visit	(general overview / trainings / sample collection / follow-up of previous visit) etc
Excepted date of arrival in the country (first days for payment of daily fee and per-diem)	
Expected date of departure from the country (last day for payment of daily fee and per-diem)	
Expected number of days in the country	
Airport from / to from which airplane tickets should be booked	
Excepted date for delivery of visit report (by email)	
Excepted date for Skype debriefing of the visit, and validation of the visit report	

**KEY CONTRACT TERMS:**

The anticipated contract type is an Indefinite Quantity Contract where specific assignments will be approved through the issuance of individual task orders. The cost structure for the task orders is anticipated to be labor hour where the contractor will be reimbursed for days worked at the agreed upon rate in the 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.

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.

The Contractor will be fully responsible for complying with applicable laws including applicable taxation requirements.

**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	One or more examples of prior similar work (400 words)  Three professional references from similar past projects with phone and email contact information	30%
2. Contractor's ability to travel and country of residence	Description of ability to travel to African countries, including average notice time required prior to a trip.  Confirmation of ability to consecrate 15 days at minima in a row, to conduct field visits and finalize reporting on findings  Country of residence	20%

4. Contractor's daily rate	4. Contractor's daily rate	20%
5. Qualifications of proposed contractor	5. CV/Resume of proposed individuals to work on this project	30%
<b>Total</b>		<b>100%</b>

### **TIMELINE:**

**RFP Release Date:** 7 March 2019

**Submission Date:** Completed proposals must be delivered electronically by the deadline mentioned on page one to: Christa Moore, [cmoore@pedaids.org](mailto:cmoore@pedaids.org) with a "cc" to Martina Casenghi, [mcasenghi@pedaids.org](mailto:mcasenghi@pedaids.org), and Mikhael de Souza, [mdesouza@pedaids.org](mailto:mdesouza@pedaids.org).

### **ADDITIONAL INFORMATION**

**All proposals and communications must be identified by the unique RFP# reflected on the first page of this document.**

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](mailto:fraud@pedaids.org) or the Foundation's Ethics Hotline at [www.reportlineweb.com/PedAids/](http://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.