REQUEST FOR PROPOSALS # 02132020

Professional Video Development for Circle of Hope (COH) Training and Implementation
in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Firm Deadline: February 24, 2020

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.

PURPOSE/SCOPE OF WORK

1. With EGPAF staff, jointly develop a workplan and timeline for production of all video pieces.
2. Produce professional quality videos of Gibstar Makangila (Circle of Hope Executive Director) and team delivering 13 training modules. All videos would be shot at Circle of Hope (COH) offices in Lusaka and the immediate surrounding area. These videos will vary in length from 20 minutes to 40 minutes. These modules include:
    a) COH Model – general overview, clinical presentation, data on impact
    b) COH Support – an overview of necessary logistics, supplies, budget considerations (vehicle, fuel, space contributions, meetings with faith and community leaders, celebration ceremonies, etc.)
    c) Scanning- how to determine the placement of a Community Post
    d) Selection of Key Staff – this video may include a mock interview to demonstrate hiring for compassion, empathy, passion etc.
    e) Monitoring and Evaluation
    f) Potential Challenges and Trouble Shooting
    g) Community Posts in a Rural Setting – how to set up a Community Post in a rural setting (could potentially include 1 day of travel to rural area)
    h) RECIPE - Responsibility, Empathy, Compassion, Integrity, Passion, Ethics
    i) Customer Care- how COH cares for clients
    j) Relationship Capital – how to leverage relationships with faith leaders and local leaders
    k) Index Evangelism – finding contacts of each HIV+ client, and providing same day HIV testing to contacts
    l) The Walk- Community Health Workers from the Community Post walk through the community finding people to test for HIV (rapid test), bring HIV+ to Community Post for confirmatory test and counseling
    m) Daily Morning Inspirational Pep Talks- daily meetings with Community Post staff and Health Facility staff
3. Produce videos of the following meetings/events/activities. These will be outside the COH offices capturing the work done by COH. These videos will vary from 5 to 10 minutes in length. Any videos with

clients, faith leaders, community leaders would need waivers signed; mock clients/events may be utilized for some videos.

a) Video interviews with Community Post teams
    a. Each team member to discuss their roles and responsibilities and day to day work
b) Visit COH site/s to document work at Community Post
    a. Would need waivers of clients unless mock clients used
c) Video of COH teams conducting community outreach, including how to identify risk markers such as marriage problems, someone sick at home, those attending faith health ceremonies, substance abuse, etc.
    a. Would need waivers of clients unless mock clients used
d) Video of meeting with Faith and Community Leaders to obtain buy-in/support
    a. Would need waivers of clients unless mock leaders used
e) Video of faith champion or life coach delivering a new message of hope
    a. Would need waivers of clients unless mock clients used
f) Video of negotiation with Market Leaders to establish CP location
    a. Will likely need to do this video "canned"- i.e. use mock market leaders
g) Step by Step video of scanning
    a. Showing this process in action.
h) Video of daily morning inspirational pep talk
i) Video of CP staff collecting and sharing of Whatsapp data
j) Video of Award Celebration
    a. Will likely need to do this video "canned"- i.e. use mock participants

4. With all videos:
    - Obtain any necessary client/other waiver forms prior to filming
    - Share rough cut with EGPAF for review by key stakeholders including but not limited to EGPAF staff, Circle of Hope staff, CDC Activity Managers
    - Deliver final videos

CONTRACTOR DELIVERABLES (timeline subject to change)

- Workplan and Timeline (in collaboration with EGPAF and COH) 7 days following contract signing
- 13 Training Videos (#2, a-m above) end of wk. 2
- First 5 of the 10 "activity videos" (#3, a-m above) end of wk. 3
- Final 5 of the 10 "activity videos" (#3, f-j above) end of wk. 4
- Final, edited videos for all above, incorporating any feedback end of wk. 5

MINIMUM REQUIREMENTS:

The individuals must have appropriate qualifications and experience in film production, with specific experience with global NGOs ideally addressing health or HIV.

Only firms headquartered in Southern African are eligible to apply.

FOUNDATION RESPONSIBILITIES:

EGPAF will be responsible to host a kick off meeting (likely virtually) with key stakeholders to guide the assignment, within 3 days following execution of the contract.

The Foundation will offer necessary support for any documentation required for successful completion of the assignment.

EGPAF or COH shall also assume responsibility for coordinating access to respective health facilities, introduction to facility managers and ensuring necessary access and approvals to all interviewees.

LOGISTICS:

Location of Assignment: The assignment will be located in Zambia, within the general vicinity of Lusaka.

KEY CONTRACT TERMS:

The anticipated contract type is firm fixed price. 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 and its donors/partners. 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.

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, work with International NGOS preferred	1. 3 professional references from similar past projects with phone and email contact information and one or more examples of prior similar work	25%
2. Contractor's proposed process and approach to meet our needs efficiently	2. A maximum 4-page written proposal explaining the process and timeline for implementation	20%
3. Timeframe of implementation	3. Estimated hours, timeframe with deliverables, final delivery date	15%

4. Total fixed price	4. Total fixed price for all activities including a fixed price per each of the 3 deliverables. Additionally, for the Training Videos please provide fixed prices per video for the following two options: 1. 20 minute length 2. 40 minute length For the Activity Videos please provide fixed prices per video for the following two options: 3. 5 minute length 4. 10 minute length	20%
5. Location of Firm	5. Preference given to local Zambian firms; firms headquartered in Southern Africa also eligible to apply	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 provided by the final selected contractor.

PROPOSED TIMELINE:

RELEASE DATE: February 14, 2020

No phone calls please.

DUE DATE: **February 24, 2020.** Completed proposals must be delivered electronically by the deadline to: Christa Moore, cmoore@pedaids.org with a "cc" to Andrea Uehling, auehling@pedaids.org.

ADDITIONAL INFORMATION

All proposals and communications must be identified by the unique RFP# reflected on the first page of this document. Failure to comply with this requirement may result in non-consideration of your proposal.

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 of suspect unethical behavior by a Foundation employee, please contact fraud@pedaids.org or the Foundation's Ethics Hotline at 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.