

REQUEST FOR PROPOSALS # 0327A

Report Writer for State of HIV and AIDS in Youth and Adolescents Report

in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)
1140 Connecticut Avenue, NW
Suite 200
Washington, DC 20036

Firm Deadline: April 3rd, 2020

The Elizabeth Glaser Pediatric AIDS Foundation is a proven leader in the global fight to end HIV and AIDS, and an advocate for children to live full and healthy lives into adulthood. Founded over 30 years ago through a mother’s determination, EGPAF is committed to a comprehensive response to fighting HIV and AIDS through research, global advocacy, strengthening of local health care systems, and growing the capacity of governments and communities in the world’s most affected regions to respond to urgent needs. For more information, please visit <http://www.pedaids.org>.

Background

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) builds upon Elizabeth Glaser’s legacy of fighting for women, children, and families living with HIV/AIDS. Adolescents and young adults represent a growing share of people living with HIV. In 2018, more than 6000 adolescent girls and young women were newly infected each week. There is concern that the combination of HIV-positive children transitioning into adolescence, high rates of new infections among adolescent girls and young women, and a growing youth population globally could reignite the HIV epidemic.

While 89% of new infections in youth are in Sub-Saharan Africa, HIV remains a challenge in America. The CDC estimates that youth (15-24 years) make up 20% of the approximately 40,000 new HIV infections in the United States each year. Youth living with HIV in the United States face worse health outcomes than adults in every step along the continuum of care. For every 100 youth living with HIV in the United States, 56 were aware of their status, 36 received HIV treatment, and only 25 were virally suppressed.

Despite the differences in cultural context and affected sub-populations, the HIV epidemics amongst adolescents in both Sub-Saharan Africa and the United States are driven by similar factors, including a lack of information, increased risk of HIV in vulnerable youth populations, structural barriers, and services that do not fit adolescents’ unique needs.

Purpose/Scope of Work

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) seeks to develop a report on the state of HIV and AIDS in adolescents and youth globally, with a focus on sub-Saharan Africa and the United States, to be released at the 2020 International AIDS Society Conference. This report will compile data, EGPAF’s experience and expertise with youth service delivery, first person testimonials and recommendations from youth, and recommendations to improve the HIV/AIDS response for youth. The report will build upon existing internal programmatic data and testimonials, as well as new content generated at 1-2 public dialogues of young people living with HIV, stakeholders and policy makers.

The consultant/contractor will be responsible for organizing and curating existing raw material into a cohesive report (approximately 7000 words of text) that will be disseminated digitally and via hard copy. The Contractor will use publicly available data on HIV and youth from reputable academic and programmatic sources to populate the report, as well as programmatic information and monitoring data provided by EGPAF. The Contractor may conduct supplemental data collection and interviews if determined additional content development is needed to bring the perspectives of global and U.S. youth living with and/or at risk of HIV into full focus.

This report is intended to provide substantive information to a diverse audience, including policy makers, technical experts, and lay people. It is essential that the content be informative for audiences familiar with HIV and AIDS but also relatable to audiences who may be less exposed to youth-specific HIV and AIDS issues in the US and sub-Saharan Africa.

Additionally, the consultant/contractor will be responsible for a youth-friendly version of the report, with input from select youth from EGPAF programs. This will be an abridged version that will specifically target adolescent and youth audiences by utilizing graphics and clear, concise information and language. The youth-friendly report will be disseminated digitally and via hard copy.

Contractor Deliverables

1. Develop a report describing the state of the HIV and AIDS epidemic in youth (15-24 years), detailing the following:
 - a. EGPAF experience with youth programming, research, advocacy, and extensive service delivery
 - b. First person testimonials and recommendations from young people living in the United States and sub Saharan Africa
 - c. Recommendations for action (political, social and programmatic changes) to improve the HIV/AIDS response for youth based on EGPAF experience and youth testimonials
2. Youth-friendly, abridged version of Deliverable 1.

Minimum Requirements

- Ability to translate technical information for a diverse audience, synthesizing key information and interviewing key stakeholders as is necessary.
- Strong editing, writing, organizational, and communication skills, including conveying key ideas through graphic representation, with assistance from a graphic designer
- Knowledge of HIV and AIDS and global health a plus.

Preference for Contractor/Consultant that can conduct occasional face-to-face meetings in the Washington DC area with relative ease.

Foundation Responsibilities

EGPAF will provide the contractor/consultant with internal programmatic data and testimonials.

The Contractor/Consultant's point of contact from EGPAF will work closely with the Contractor/Consultant to finalize the report outline and ensure content is in line with expectations. In addition, EGPAF will provide the Contractor/Consultant with background on EGPAF's work, particularly our work with adolescents and youth. EGPAF will provide a significant amount of raw material for the report through our existing work products, which the contractor/consultant will curate and organize into a report.

Logistics

Period of Performance: Approximately **April 17, 2020-June 30, 2020**. Tasks may be completed remotely as needed.

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. 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	1. Three professional references from similar past projects with phone and email contact information and: a. Examples of previous writing, and/or b. Examples of previous reports	20%
2. Contractor's proposed process and approach to meet our needs efficiently	2. A 2-3-page written proposal explaining the proposed approach	20%
3. Timeframe and process of implementation	3. Description of process, workflow, and estimated timeframe.	20%

	Estimated hours, timeframe with deliverables, final delivery date	
4. Total fixed price	4. Total fixed price for all activities. Please also include a detailed breakdown of the costs used to calculate the fixed price. This fixed price should include all required labor hours, communication costs, travel costs and any other costs necessary to complete the assignment.	20%
5. Qualifications of proposed individuals	5. CV/Resume of proposed individual to work on this project and a 1-page summary of relevant background and experience	20%
Total		100%

All applicants are required to be authorized to perform the scope of work in the place of performance.

Proposed Timeline

DATE: March 19 - Release of RFP

DATE: March 25 – Submission of Contractual and Technical Inquiries: Christa Moore, cmoore@pedaids.org & Cosette Audi, caudi@pedaids.org.

No phone calls please.

DATE: March 27 – Question and Answer Response Document posted on EGPAF website at: <https://www.pedaids.org/contracting-opportunities/>

DATE: April 3 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: Christa Moore, cmoore@pedaids.org with a “cc to Cosette Audi, caudi@pedaids.org.

DATE: April 10 – Final decision announced and Offerors notified.

DATE: April 17 – Contract executed and Services begin.

Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.

Additional Information

Please include the RFP # reflected on the first page of this document on all proposals and e-mail communications.

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 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.