



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

## **REQUEST FOR PROPOSALS # EGPAF/UGANDA/RFP 003/2020**

**Revision 2**

**Digital Solutions to Optimize HIV Services in Southwest Uganda**  
in support of  
**ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)**  
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**Firm Deadline: 07/28/2020**

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>.

### **BACKGROUND**

Since 2000, EGPAF has been supporting HIV prevention, care and treatment services in Uganda. EGPAF/Uganda is a leading provider of technical assistance to Uganda’s Ministry of Health, and supports HIV, TB, maternal and child health and other health services across Southwestern Uganda. In late 2020, EGPAF’s portfolio is transitioning from site-based service delivery support to an expanded technical assistance portfolio. As part of this transition, EGPAF seeks to engage a consultant(s) to advance digital solutions to optimize HIV services for select client group.

### **PURPOSE/SCOPE OF WORK**

Reaching adolescents and young men (aged 20-29 years) with the offer of HIV testing is integral to achieving control of the HIV epidemic. However, innovative and tailored strategies are needed to effectively reach these demographic groups, including the expanded use of digital strategies. Additionally, retention on treatment is critical, and, particularly for men, new strategies are needed to improve adherence to treatment and retention in HIV services. For these reasons, EGPAF/Uganda seeks to engage a consultant(s) to support the development and implementation of a suite of digital solutions to support two specific efforts, described below:

- 1) Social network-based HIV testing to reach adolescents and young men: Evidence from multiple programs demonstrates that utilizing social networks to expand HIV testing is highly effective. Social network-based strategies for offering HIV testing can be conducted in both micro/targeted ways utilizing individual/peer outreach or through more expansive approaches using social media influencers. The main components of this approach include:
  - a. Conducting geo-mapping to identify optimal locations for outreach and offer of community-located testing services;
  - b. Establishing push SMS services to targeted groups of adolescents and young men, providing information about HIV and risk factors, and referral to testing services (both community and facility-based);
  - c. Tracking the uptake/demand of HIV testing services through the social network

approach;

d. Connecting individuals to outreach workers/peers for ongoing messaging, linkage to prevention services (for HIV-negative individuals) and linkage to treatment services (for HIV-infected individuals), and support.

2) Automated client reminders to support adherence and retention: Discreet, tailored and automated messaging is an effective strategy to support individuals to adhere to their HIV treatment and be retained in life-long HIV services. This is particularly critical for adult men. EGPAF seeks to introduce and scale the utilization of automated appointment reminders (through SMS or Chatbot calls) and targeted and automated sharing of tailored content on HIV services, treatment and ancillary subjects (through Chatbot calls).

### **CONTRACTOR DELIVERABLES**

EGPAF/Uganda seeks to work in close collaboration with the chosen consultant(s) to co-design and implement an appropriate suite of digital solutions to advance the two efforts described in the project scope. EGPAF/Uganda will work with the chosen consultant(s) to adapt the deliverables, if needed, to ensure the safety of the consultant(s), EGPAF staff, and clients in the evolving coronavirus context. As needed, collaboration will be conducted virtually.

- Deliverable #1: EGPAF/Uganda and the consultant(s) will conduct a co-creation workshop to collaboratively articulate the programmatic needs and identify corresponding digital solutions. Through this workshop, EGPAF will ensure that the consultant(s) have a detailed and clear understanding of the necessary programmatic needs, practicalities of HIV services in southwestern Uganda, and potential barriers. (Timeline-October 2020)
- Deliverable #2: Within two weeks of the co-creation workshop, the consultant(s) will submit to EGPAF/Uganda a proposed, detailed implementation plan, which includes a detailed description of the digital suite of solutions, timeframe for implementation, quality monitoring plan, and detailed budget.
- Deliverable #3: Integrating feedback from EGPAF, the consultant(s) will submit to EGPAF a final implementation plan and budget no later than 30 days after the close of the co-creation workshop. The implementation plan will include key milestones, agreed to by EGPAF and the consultant, which will serve as deliverables for payment.
- Deliverable #4: Implementation of the digital solutions plan, per the final implementation plan and budget.
- Deliverable #5: Upon the completion of implementation support from the consultant(s), EGPAF and the consultant(s) will conduct a transition workshop to ensure that EGPAF and the appropriate national partners are fully equipped to effectively support and maintain the digital solution suite.

### **MINIMUM REQUIREMENTS:**

EGPAF has allocated a maximum of \$500,000; to support the two cost components described above.

### **LOGISTICS:**

This project will be carried out at various sites in Southwestern Uganda.

### **KEY CONTRACT TERMS:**

The anticipated contract type is a firm fixed price contract (FFP). 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:**

To successfully respond to this RFP, bidders must submit a budget in the format described below. The budget for this effort will include two components: 1) costs related to the consultant(s) time and costs to support this project, and 2) costs related to the technology platform(s) to be utilized as part of the digital suite of solutions. EGPAF requests that interested candidates include a proposed budget for the first cost component (consultant costs). A budget for the second component (digital solutions) will be developed and agreed upon as part of the co-creation workshop and finalized implementation plan.

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.

<b>Evaluation Criteria</b>	<b>Submission Requirements</b>	<b>Weight</b>
1. Past performance of similar work	1. 3 professional references from similar past projects with phone and email contact information and one or more examples of prior similar work	15%
2. Contractor's proposed process and approach to meet our needs efficiently	2. A maximum 5-page written proposal explaining the process and timeline for implementation	20%
3. Timeframe of implementation	3. Estimated hours, timeframe with deliverables, final delivery date	25%
4. Total fixed price	4. Total fixed price for all activities including a fixed price per each of the 5 deliverables	20%



5. Qualifications of proposed individuals	5. CV/Resume of proposed individuals to work on this project and 2 references per individual	20%
<b>Total</b>		<b>100%</b>

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:**

**07/01/2020** – Release of RFP

**07/06/2020** – Submission of Contractual and Technical Inquiries to Moses Chagara (Senior procurement Officer) at [procurementuganda@pedaids.org](mailto:procurementuganda@pedaids.org)

No phone calls please.

**07/23/2020** – Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>.

**07/28/2020** - Completed proposals must be delivered electronically by the deadline mentioned on page one to Moses Chagara (Senior Procurement officer) at [procurementuganda@pedaids.org](mailto:procurementuganda@pedaids.org) and ‘cc’ Mary Namubiru (Technical Director) at [mnamubiru@pedaids.org](mailto:mnamubiru@pedaids.org)

**08/07/2020:** – Final decision announced and Offerors notified

**08/31/2020**– 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.



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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](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.