

## **Request for Proposals # CAPTB001**

### **Consultancy for gathering lessons learned of civil society and community advocacy work on childhood TB through CaP-TB small grants in 8 countries.**

**Elizabeth Glaser Pediatric AIDS Foundation (EGPAF)**  
**Firm Deadline: August 15, 2021**

**LOCATION:** remotely

#### **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 its work in the Sub-Saharan African region, EGPAF has also been progressively and significantly engaging on delivery of tuberculosis (TB) care to the HIV-affected and to the pediatric population, providing technical assistance to national TB programs especially on the underserved area of childhood TB programming.

Through the Catalyzing Pediatric TB Innovations (CaP-TB) project, EGPAF is supporting the 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) is funded by Unitaid.

Civil society and communities play a critical role to overcome access barriers and catalyze uptake of key pediatric TB products and models of care. Through CaP-TB program, EGPAF has provided [advocacy small grants to civil society and community organizations in eight countries to scale up innovative diagnostics, drugs, and models of care for pediatric TB](#).

These grants are informing and promoting national tuberculosis policy reforms where needed, and/or contributing to the implementation and scale up of pediatric TB care. Small grants were provided to ten civil society organizations (CSOs) or community-based organizations (CBOs) and networks in eight countries (Cameroon, Democratic Republic of Congo, India, Kenya, Malawi, Tanzania, Uganda and Zimbabwe). The approach and type of interventions are tailored to national and local specific context and realities.

It is critical to gather lessons learned on the impact of CSOs and CBOs advocacy work on TB advocacy, and reflect on EGPAF's engagement with national CSOs and CBOs on advocacy related work to maximize impact and improve future advocacy projects with CSOs/CBOs on TB.

The ideal candidate will have demonstrated experience in public health related advocacy, as well as good understanding of civil society and community-led advocacy in resource-limited settings, particularly in the African region. The candidate will have the skills and capacity to run interviews, develop and analyze questionnaires / interviews guides, accurately collect, analyze and synthesize information, as well as previous experience in developing quality reports targeting a public health audience.

Regular communication and close collaboration with the EGPAF HQ (Geneva office) and country teams (in Africa) will be required.

#### **Contractor Scope of work:**

- Review and familiarize with the ten small grant projects

- Comprehensive desk review of available information produced by the small grants
- Develop and run interviews to gather information from implementers and EGPAF country offices
- Identify impact, high level outcomes, challenges and barriers within the small grants projects.
- Propose high-level recommendations to EGPAF to strengthen its engagement with communities and local civil society organizations when it comes to advocacy.
- Work closely with CaP-TB country and HQ teams along the process to refine the methodology, get feedback and comments and develop high level recommendations and key messages.

#### **Contractor deliverables:**

The final deliverable is a multi-country childhood TB community advocacy lessons learned report (in word, text, written in English and already edited / proof-read) that includes main findings and recommendations. The final report will include: outcomes of the small grants, successes & challenges, lessons learned for EGPAF with high level recommendations looking forward. EGPAF will be in charge of the dissemination of the report.

The expected intermediary and final deliverables include (dates are provided with the overall timing tables produced on page 3):

- I. Deliverable 1: Developed and agreed methodology and workplan
- II. Deliverable 2: Interview guide
- III. Deliverable 3: First draft of the report for internal review
- IV. Deliverable 4: Final report for dissemination

#### **Contractor desired qualifications and experience**

##### *Education:*

- Advanced degree in social sciences, advocacy, communication, development aid, public health, or other relevant fields

##### *Desired Experience and Capabilities:*

- Having conducted similar lessons learned endeavors
- Proven experience in writing quality reports for an international public health audience.
- Experience in community and civil society advocacy, if possible in the context of TB.
- Experience on global health advocacy and public policy if possible in Africa.
- Experience on TB and pediatric TB response in resource limited settings.
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##### *Knowledge, Skills and Abilities:*

- Strong knowledge of community-led advocacy, global advocacy in TB
- Good understanding of the End TB Strategy
- Understanding of child and adolescent TB prevention, diagnosis, treatment and care
- Strong analytical skills and attention to details
- Problem solving skills and results driven
- Proactive and self-directed
- Strong work ethic
- Tactful, respectful, and keen diplomacy skills
- Excellent oral and written English skills and good knowledge of French.

*Logistics:*

- **Term:** The contract is anticipated to begin on 5 September 2021 and end by 28 October 2021, unless extended by mutual agreement or terminated earlier by either Party.
- **Compensation:** The anticipated contract type is Fixed Price. The total maximum budget for this assignment is USD 8,000. All proposals must be within this threshold. Payments will be done upon acceptance by EGPAF of the various deliverables.
- **Duty travels:** no duty travel is needed for this assignment.
- **Duty station:** remotely, in a location that allows regular discussions in Europe and Africa within office hours

**Duration and timeline of contractor activities/deliverables (to be confirmed with selected candidate following the finalization of methodology and work plan).**

Activity	Timeline
1. Develop a full methodology and workplan for the process	
2. Review and validate interview guide	
<b>Deliverable 1</b> – Developed and agreed methodology, work plan and interview guide	
3. Develop interview guide	
<b>Deliverable 2</b> – Interview guide	
4. Desk review of available information	
5. Run individual interviews and (TBD) online surveys	
6. Development and finalization of first draft and get inputs from key staff	
<b>Deliverable 3</b> – First draft of the report for internal review	
7. Incorporate comments and developed final report	
<b>Deliverable 4</b> – Final report for dissemination	

**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 (maximum four pages). 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)	40%

	Three professional references from similar past projects with phone and email contact information	
2. Qualifications of proposed contractor	CV/Resume of proposed individual to work on this project	30%
3. Contractor's proposed process and approach to meet our needs efficiently	Proposed work plan, demonstrating feasibility of development of the required deliverables, within the available budget/timeline	20%
4. Contractor's Fixed Price	Total fixed price for all activities. The total maximum budget for this assignment is USD 8,000. All proposals must be within this threshold.	10%
<b>Total</b>		<b>100%</b>

#### **TIMELINE:**

Release of RFP:	
Completed Proposals Submitted:	15 August, 2021. All proposals must be submitted to: Christa Moore, <a href="mailto:cmoore@pedaids.org">cmoore@pedaids.org</a> and Carol Zinyemba <a href="mailto:czinyemba@pedaids.org">czinyemba@pedaids.org</a>
Contract Executed and Services Begin:	5 September 2021

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 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 or suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at [fraud@pedaids.org](mailto:fraud@pedaids.org) or EGPAF's Ethics Hotline at [www.reportlineweb.com/PedAids](http://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.