



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

**REQUEST FOR PROPOSALS #S021828**  
**Programmatic Consulting Services – Interim Regional Director**  
in support of  
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)  
DC Headquarters  
**(1140 Connecticut Ave NW, Suite 200, Washington, District of Columbia, 20036)**  
**Firm Deadline: Monday, April 11, 2022**

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>.

**SCOPE OF WORK AND CONTRACTOR DELIVERABLES**

EGPAF is seeking an individual to fill an interim role of Regional Director for approximately 3 months starting in April. This individual will provide vision and strategic leadership in the development, management and oversight of EGPAF's programs. He/she supervises Country Directors and pertinent country officers (based in the US) and works closely with the regional and global units to provide leadership, facilitation, coordination and support in designing, managing and implementing country programs and projects. He/she advocates for policies and programs that maximize impact and resources to further the Foundation's mission and objectives. He/she keeps the Executive Vice President Medical and Scientific Affairs up to date on activities, priorities and issues in countries under their purview.

**Primary Responsibilities**

- Support EGPAF and Country Directors in the creation of strategic direction, business planning, and in identifying and implementing special projects;
- Support revenue generating and resource mobilization activities with USG and non-USG donors to support existing programs and the growth of EGPAF including opportunities in new countries;
- Provide leadership, mentorship and supervision to Country Directors;
- Support Country Directors to plan and implement country programs, including human resource planning, annual work plan and budget planning and monitoring, use of data for decision making and ensuring program results;
- Facilitate communication, connection, and coordination between US-based Offices/teams and Country Offices/teams;
- Support development of global strategies, technical and operational; guidelines in line with current developments and field needs;
- Ensure that Global EGPAF priorities are recognized, included and incorporated into EGPAF Country Office priorities;
- Ensure country and field needs inform decisions at global level;
- Develop deep knowledge of each supported country program including current projects,



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program operations, and business plan;

- Shared accountability with Country Directors for program implementation and success;

Supervise and work closely with a PICM Program Manager, responsible for supervision of a regional country support team

**Staff Supervision, Program Leadership, & Management**

- Supervise Country Directors and provide thought partnership on strategic, programmatic, and financial management issues relevant for the country program;
- Support EGPAF Country teams to enhance, expand, and implement organizational vision, mission and objectives that are linked to the established EGPAF Strategic Plan;
- Ensure ongoing programmatic excellence by providing, facilitating or coordinating high quality technical, programmatic, and management support to countries;
- Engage with CD to attract, develop, coach, and retain high-performance senior staff within country teams, empowering them to elevate their level of responsibility, span of control, and performance;
- Support development of appropriate country specific systems to ensure consistent, high-quality project management;
- Provide leadership in development of inter-team communication and cohesiveness.

**Required Qualifications**

The interim Regional Director will be thoroughly committed to EGPAF's strategy and mission. He/she should have demonstrated leadership, coaching, and relationship management experience and strong demonstrated success managing funder relationships.

- Advanced degree, with at least 10 years of management experience
- Unwavering commitment to quality programs and excellence in organizational and project management with the ability to achieve strategic objectives
- Experience with managing multiple projects and different donors at the same time is a plus; experience with EGPAF programs or very similar PEPFAR funded programs is a plus
- Experience working and living in Africa is required
- Strong demonstrated resource mobilization experience with the ability to engage a wide range of stakeholders including advisory groups, coalitions, forums, foundations, corporate sponsors, and practitioner groups
- Ability to work effectively in collaboration with diverse groups of people
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for EGPAF's mission and commitment to working collaboratively with a management team of senior professionals
- Solid judgment and proven leadership skills
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment
- An individual who is able to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities
- Strong analytical skills; basic business intuition, and common sense
- Fluency in French or Portuguese preferred



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- Strong work ethic

**KEY CONTRACT TERMS:**

The anticipated contract type is Labor Hour 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.

**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.

<b>Evaluation Criteria</b>	<b>Submission Requirements</b>	<b>Weight</b>
Qualifications of proposed individuals and past performance on similar work.	CV/Resume of proposed individual(s) to work on this project and 2 references per individual.	70.00 %
Labor-Hour contract price	Please provide the monthly rate for the proposed consultant.	30.00 %
<b>Total</b>		<b>100.00%</b>

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



**PROPOSED TIMELINE:**

<b>DATE</b>	<b>ACTIVITY</b>
<b>4/1/2022</b>	Release of RFP  No phone calls please.
<b>4/11/2022</b>	Completed proposals must be delivered electronically by the deadline mentioned on page one to: Kyu San Shim, Awards, Compliance and International Operations Coordinator, <a href="mailto:kshim@pedaids.org">kshim@pedaids.org</a>
<b>4/18/2022</b>	Final decision announced and Offerors notified
<b>4/18/2022</b>	Contract executed and Services begin.

**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



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- 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 of 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.
  12. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment:

In accordance with Section 889 of the National Defense Authorization Act for Fiscal Year 2019, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not procure or use any equipment, system, or service that uses "covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system under the resulting contract. "Covered telecommunications equipment or services" includes telecommunications or video surveillance equipment or services (including, but not limited to, cell phones, security cameras, network switches, and routers) manufactured by or with components from these Chinese companies or their subsidiaries or affiliates: (1) Huawei Technologies Company; (2) ZTE Corporation; (3) Hytera Communications Corporation; (4) Hangzhou Hikvision Digital Technology Company; or (5) Dahua Technology Company. In the event the supplier identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, for performance of this agreement for EGPAF, the supplier will notify EGPAF immediately and will be guided to provide the information required by FAR 52.204-25. The supplier agrees to insert the substance of this clause in all of its subcontracts or