



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

**REQUEST FOR PROPOSALS #S023590**

**M&E Consultant Work**

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

DC Headquarters

**(1140 Connecticut Ave NW, Suite 200, Washington, District of Columbia, 20036)**

**Firm Deadline: Friday, June 10, 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>.

**BACKGROUND**

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is developing a training curriculum in the clinical management of pediatric and adolescent HIV, for use by health workers in low-resource settings. The training curriculum will also be used to grow clinical understanding of pediatric and adolescent HIV treatment through pre-service training and with EGPAF staff, among other implementing partners. The development of the curriculum is a joint initiative among EGPAF and PATA. EGPAF is seeking a detail-oriented consultant to support the development of the technical content of the curriculum, in addition to providing support to coordinate the process.

**SCOPE OF WORK AND CONTRACTOR DELIVERABLES**

EGPAF is seeking consultants for the following types of work between June and August 2022:

Consultancy Scope:

- Coordinate with the EGPAF Senior Technical Advisor and project team to develop content for the pediatric HIV curriculum, with substantial technical guidance coming from EGPAF and PATA staff;
- Lead the development of technical content, and support the formatting and editing of the curriculum, aligned to the production guidelines of EGPAF and PATA;
- Attend regular calls with EGPAF and PATA staff on the coordination of the curriculum;



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Timeline and Deliverables:

- Prepare draft technical content from literature and current guidelines for all modules (39 sets of powerpoint slides) by August 30<sup>th</sup>
- Respond to feedback and comments and develop final product (39 sets of slides) by November 20<sup>th</sup>

Capacities

- Demonstrated experience developing, editing and formatting technical curricula in the health space;
- Previously substantial experience supporting HIV programs and understanding of HIV programs in low-resource settings is preferable and highly desirable;
- Excellent attention to detail, organization and ability to manage feedback from multiple audiences in a timely manner.

Location:

- The consultant may be based anywhere, but will be expected to coordinate closely with EGPAF and partner staff in the US and a number of countries across sub-Saharan Africa.

Point of contact:

- The consultant will work directly with the Project Manager (Mary Spencer) as well as necessary additional contacts from EGPAF and PATA.

**KEY CONTRACT TERMS:**

The anticipated contract type is Firm Fixed Price 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>
Qualification of Proposed Individuals	CV/Resume of proposed individual(s) to work on this project and 2 references per individual.	70.00 %
Total Fixed Price	Total fixed price to complete all of the deliverables, including a breakdown by deliverable. This fixed price should be inclusive of all travel, staff/consultant time and any necessary supplies and materials.	30.00 %
Total		100.00%

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:**

**DATE**

**ACTIVITY**

**5/25/2022**

Release of RFP

No phone calls please.

**6/10/2022**

Completed proposals must be delivered electronically by the deadline mentioned on page one to:

Kyu San Shim, Awards, Compliance and Operational Excellence Coordinator,  
kshim@pedaids.org

**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.



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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.
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 purchase orders funded by EGPAF.