



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

REQUEST FOR PROPOSALS #S035091

Mid Term evaluation Consultancy

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Maseru

**(EGPAF Lesotho | LCA Office Complex, 30 Princess Margaret Road | Ground Floor | Maseru,
Maseru, Lesotho)**

Firm Deadline: Tuesday, August 29, 2023

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

Please refer to attached ToR for further details

SCOPE OF WORK AND CONTRACTOR DELIVERABLES

Please refer to attached ToR for further details

FOUNDATION RESPONSIBILITIES:

Please refer to attached ToR for further details

LOGISTICS:

Please refer to attached ToR for further details

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.

OPTIONAL WORK:

The Foundation also anticipates a need to potentially extend this scope of work for an additional 3 option periods. The anticipated duration of each option period is 12 months. Please indicate any pricing changes for the option periods in response to this RFP.



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In the event that additional services of similar scope are required by the Foundation for the same individuals identified in this Contract, the daily rates will not increase by more than 5% in subsequent option periods, assuming those periods correspond with the following calendar year.

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
Past performance of similar work	3 professional reference letters from similar past projects with phone and email contact information and one or more examples of prior similar work(detailed Scope of Work performed)	30.00 %
Qualifications of proposed individuals and past performance on similar work.	CV/Resume of proposed individual(s) to work on this project and 2 references letters per individual. 3 professional references letter(firm/company)from similar past projects(detailed SOW) with phone and email contact information	20.00 %
Contractor’s proposed process and approach to meet our needs efficiently	A maximum 5-page written proposal explaining the process and timeline for implementation	30.00 %
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.	20.00 %
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.

Penalty:

Should the agreed delivery or completion dates not be met in the case of fault of the Contractor, the Foundation shall be entitled to demand payment of late delivery penalties amounting to 1 % of the value of the late deliveries/services per started week of delay up to a maximum amount of 5% of the entire value of the contract.



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PROPOSED TIMELINE:

DATE	ACTIVITY
	Release of RFP
8/23/2023	Submission of Inquiries directed to: Boithatelo Ratsokane, Procurement Manager, tenders-ls@pedaids.org Any form of canvassing will lead to automatic disqualification of the firm No phone calls please.
8/24/2023	Question and Answer Response Document posted on EGPAF website at http://www.pedaids.org/pages/contracting-opportunities
8/29/2023	Completed proposals must be delivered electronically by the deadline mentioned on page one to: Boithatelo Ratsokane, Procurement Manager, tenders- ls@pedaids.org
8/31/2023	Final decision announced and Offerors notified
9/1/2023	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



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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 or EGPAF's Ethics Hotline



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at 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.
13. **Prohibition on the use of Kaspersky Lab.** In accordance with Section 1634 of the National Defense Authorization Act for Fiscal Year 2018, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not provide any “covered article” to EGPAF or use any “covered article” in the development of data or deliverables first produced in the performance of a resulting contract or order. “Covered article” means any hardware, software, or service that: (1) Is developed or provided by a “covered entity”; (2) Includes any hardware, software, or service developed or provided in whole or in part by a “covered entity”; or (3) Contains components using any hardware or software developed in whole or in part by a “covered entity”. “Covered entity” means (1) Kaspersky Lab; (2) Any successor entity to Kaspersky Lab; (3) Any entity that controls, is controlled by, or is under common control with Kaspersky Lab; or (4) Any entity of which Kaspersky Lab has a majority ownership.



TERMS OF REFERENCE

Mid-Term Evaluation of PUSH Project; Technical Assistance to Local Implementing Partners in Lesotho

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is a nonprofit organization dedicated to preventing pediatric HIV infection and eliminating pediatric AIDS. Founded in 1988, EGPAF works in 19 countries globally. Currently, EGPAF's global footprint spans in 19 countries. Founded over 30 years ago through a mother's determination, EGPAF is committed to a comprehensive response to the global fight to end HIV and AIDS through research, global advocacy, strengthening of local health care systems, and growing the capacity of governments and communities in combating HIV.

EGPAF Lesotho country office is one of the major HIV service partners of the Lesotho Ministry of Health (MOH), since 2004. EGPAF first opened doors in Lesotho in 2006. To support the Lesotho Program, EGPAF has received funding from several donors to implement different projects in collaboration with the MOH. The EGPAF program support has been in the areas of pediatric & adult HIV care & treatment, Prevention of Mother-to-Child Transmission of HIV (PMTCT), tuberculosis (TB) services, TB/HIV integration; strategic information and evaluation, quality Improvement, operational research and health systems strengthening. In 2016 the Foundation received an award through Providing Universal Service for HIV and AIDS in Lesotho (PUSH), a mechanism under United States Agency for International Development (USAID).

For more information, please visit the Foundation's website at: <http://www.pedaids.org>

Overview:

As the HIV response becomes increasingly complex, local partners must be equipped with technical, clinical, and programmatic capabilities to effectively respond across the disease cascade, from expanded prevention strategies (e.g. PrEP) to innovative testing mechanisms (e.g. recency testing, HIV self-testing, index testing and partner notification), to adaptable service delivery models at the facility and community levels, and new drug formulations for pediatric and adult use, all of which are being rapidly introduced and scaled up in Lesotho. Thus, the capacity of local partners to offer services, requires not only extensive technical knowledge, but also competencies in program evaluation, implementation, and improvement.

Based on the above notion, under the USAID-funded Providing Universal Services for HIV/AIDS in Lesotho (PUSH) agreement, EGPAF provides tailored, evidence-based technical assistance (TA) to local implementing partners (LIPs) in Lesotho to strengthen their clinical, programmatic, and technical capacity since October 1st 2019. In addition, this effort seeks to foster a sustainable response to the HIV epidemic in Lesotho to achieve the larger USAID strategic goal of a journey to self-reliance.

In Lesotho, the LIPs targeted with this TA support are: mothers2mothers (Prime), Baylor Lesotho (Prime) and its sub-awardees under Expanding TB and HIV Clinical Services (ETHICS) and Karabo ea Bophelo (KB) awards. Baylor's sub-awardee under ETHICS is Lesotho Network of AIDS Services Organisation (LENASO), and the other subs are under Baylor KB award are Centre for Impacting Lives, Lesotho Network of People Living with HIV and AIDS (LENEPWHA), Lesotho Inter Religious AIDS Consortium (LIRAC), Sentebale, Society of Women and AIDS in Africa Lesotho (SWAALES), Women and Law in Southern Africa (WLSA) and Care for Basotho. The other LIPs are those under the Faith and Community-based Initiative (FCI) for FHI360, namely: Touch Roots Africa, World Vision and Adventist Development and Relief Agency (ADRA) as well as LIPs under the FHI360, EPIC Project which was previously under Pact (LINKAGES award) which are Matrix, Phelisanang Bophelong and Care for Basotho, making a total of 15 LIPs.

As of October 1, 2021, USAID requested EGPAF TA to add the Christian Health Association of Lesotho (CHAL) in their scope of work (SOW) to provide clinical, technical and programmatic TA.

Overall Objective:

The main goal of this mid-term evaluation is to independently determine the continued relevance of EGPAF's TA interventions and the progress made towards achieving the planned objectives in terms of quality, effectiveness, impacts and sustainability. In execution of the assignment, the consultants shall solicit feedback from all key stakeholders including but not limited to, the LIPs that benefitted from the EGPAF support, other capacity development technical assistance (CDTA) partners, donor agencies, including PEPFAR Prime Partners in partnership with the LIPs and relevant HIV/TB policy makers.

The evaluation will address the following objectives:

i. To determine relevance and strategic fit of the project Activities:

- Assess the extent to which the TA project objectives and outcomes are relevant to the needs of the beneficiary
- Determine whether project methodologies and approaches are in line with the local partners' capacities and expectations
- Assess the extent to which project's actions are contributing to improvements in the coordination of the LIPs' operations in Lesotho
- Assess whether the TA support has improved the organisational clinical program performance and staff skills competencies in HIV prevention, care, and treatment service delivery

ii. To determine project's progress and effectiveness Activities:

- Assess progress made towards achievement of the project's planned objectives and outcomes
- Identify any problems or challenges the project is encountering, understand the causes of any underperformance and leverage project strengths and good practices to overcome them.
- Make recommendations for corrective measures, if needed, to overcome challenges and ensure the expected deliverables and results are achieved by the end of the project.

iii. To evaluate efficiency in the use of the allocated resources Activities:

- Determine if the resources (funds, human resources, time, expertise etc) allocated to the project are used efficiently
- Assess if the resources have been strategically allocated to enable achievement of outcomes
- Determine how the program coordinated with other TA partners and how this has brought to effective use of resources

iv. To assess effectiveness of management arrangements for project implementation activities:

- Evaluate if the project has received adequate political, technical and administrative support (from the side of EGPAF as a TA partner, and on the side of the LIPs as TA recipients)
- Determine understanding and execution of roles and responsibilities of all parties involved
- Assess effectiveness of the communication between the project teams, EGPAF headquarters, partners and donor

v. To assess project sustainability and impact activities:

- Assess project effectiveness in building necessary capacity of people, organizations and the systems for the LIPs
- Determine project effectiveness in building local ownership and capacity
- Evaluate the likelihood of the project's achievement of its objectives in the remaining period
- Identify efforts made to ensure sustainability of outcomes/project gains and recommend elements to be considered for sustainability

Key deliverables from this assignment will include:

- An inception report detailing how the review exercise will be conducted including workplan describing specific tasks and how these will be implemented, the deliverables and timelines for conducting the review exercise, including tools that will be used to collect data
- Draft evaluation report
- A final evaluation report that incorporates all stakeholders' feedback.

Duty station and duration of the assignment

- The assignment is based in Maseru at EGPAF office, Lesotho, with limited travel to other districts.
- The assignment will take a maximum of 21 person working days spread across 4-6 weeks

Consultant Experience and Qualifications

- Master's Degree in Public Health, Health Management, Social Sciences, or related field
- Ten or more years of experience in project management and/or implementing HIV and TB and other health related projects in Lesotho
- Experience in facilitating engagement or feedback meetings with various stakeholders inclusive of the Policymakers to gather stakeholder inputs.
- Prior experience in conducting project mid-term reviews.
- Prior experience working in resource-constrained settings and strengthening the technical capacity of local implementing partners, including Civil Society Organizations will be an added advantage.
- Prior work for the PEPFAR related programs will be an added advantage.
- Excellent report writing skills.
- Fluent in English and Sesotho.

RESPONSIBILITIES OF PARTIES

EGPAF is responsible for:

The following shall be the responsibilities of EGPAF Lesotho to ensure an effective and efficient implementation of the assignment;

- EGPAF Technical Assistance (TA) Unit shall provide office space to the Consultant for specific assignments.
- EGPAF TA Unit shall facilitate the assignment kick off meeting and introduction of the Consultant to the relevant stakeholders
- EGPAF TA Unit shall ensure the Consultant has access to all technical documents/materials necessary for furtherance of this assignment in a timely manner.
- EGPAF shall ensure timely payments of the Consultant work for the duration of the contract.
- EGPAF shall support preparations for logistics related to stakeholder meetings (e.g. workshops & validation meetings) and subsequent payments for such meetings.
- EGPAF shall coordinate with relevant stakeholders to ensure all deliverables under this assignment are received in accordance with the agreed Deliverable Schedule
- EGPAF TA Unit shall serve as a complimentary support where need arises

Consultant is responsible for:

- Setting-up briefing meetings with the relevant stakeholders through support of EGPAF to ensure close communication, coordination and collaboration with the stakeholders during the implementation of the Scope of Work (SOW)
- Submission of key deliverables in line with the approved deliverable schedule to EGPAF
- Submission of periodic progress reports to EGPAF as per the agreed roadmap.
- Provide own communication costs; voice and data communication
- Provide own transport services in the execution of the assignment
- Prepare presentations (and facilitate presentations in meetings where necessary) and other materials on behalf of EGPAF for stakeholders' meetings.

Reporting Requirements

- The Consultant shall submit directly to the EGPAF Director TA-LIPs, all the deliverables in pursuance of the SOW under this assignment and in line with the approved deliverable schedule
- The EGPAF Director TA-LIPs shall facilitate approval processes of all deliverables of the Consultant and recommend processing of payment upon satisfactory and acceptable deliverables.
- To ensure effective administration of the respective contract pursuant to the consulting services, the EGPAF Director TA-LIPs shall serve as the Project Manager for the technical aspect of the assignment and Procurement Manager as a point of contact for all matters pertaining to the respective contract.

Proprietary rights:

Outputs delivered under this consultancy contract will remain the property of EGPAF.