REQUEST FOR PROPOSALS #S037171
Mid-term Evaluation of PUSH Project: Technical assistance to local implementing partners in Lesotho 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: Friday, December 15, 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 detailed information

SCOPE OF WORK AND CONTRACTOR DELIVERABLES

The Scope of Work and Contractor Deliverables for this Request for Proposals are found in Attachment A.

FOUNDATION RESPONSIBILITIES:

Please refer to attached ToR for detailed information

LOGISTICS:

Please refer to attached ToR for detailed information

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.

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.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Submission Requirements</th>
<th>Weight</th>
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</thead>
<tbody>
<tr>
<td>Past performance of similar work</td>
<td>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)</td>
<td>30.00 %</td>
</tr>
<tr>
<td>Qualifications of proposed individuals</td>
<td>CV/Resume of proposed individuals to work on this project</td>
<td>20.00 %</td>
</tr>
<tr>
<td>Contractor’s proposed process and approach to meet our needs efficiently</td>
<td>A maximum 5-page written proposal explaining the process and timeline for implementation</td>
<td>30.00 %</td>
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<tr>
<td>Total fixed price</td>
<td>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.</td>
<td>20.00 %</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100.00%</td>
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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.

Additional Instructions:
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.

**PROPOSED TIMELINE:**

<table>
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<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>12/6/2023</td>
<td>Release of RFP</td>
</tr>
<tr>
<td>12/11/2023</td>
<td>Submission of Inquiries directed to: Boithatelo Ratsoane, Procurement Manager, <a href="mailto:procurement-ls@pedaids.org">procurement-ls@pedaids.org</a>. Any form of canvassing will lead to automatic disqualification of the firm. No phone calls please.</td>
</tr>
<tr>
<td>12/15/2023</td>
<td>Completed proposals must be delivered electronically by the deadline mentioned on page one to: Boithatelo Ratsoane, Procurement Manager, <a href="mailto:procurement-ls@pedaids.org">procurement-ls@pedaids.org</a></td>
</tr>
<tr>
<td>12/20/2023</td>
<td>Final decision announced and Offerors notified</td>
</tr>
<tr>
<td>1/8/2024</td>
<td>Contract executed and Services begin.</td>
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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 of suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at fraud@pedaids.org or EGPAF’s Ethics Hotline 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.
MID-TERM EVALUATION OF PUSH PROJECT: TECHNICAL ASSISTANCE TO LOCAL IMPLEMENTING PARTNERS IN LESOTHO

Terms of Reference (ToR)

Introduction

The Elizabeth Glaser Paediatric AIDS Foundation (EGPAF) is a non-profit organization proven leader in the fight for an AIDS-free generation and an advocate for children, youth, and families to live long, healthy lives and driven to see a world where no other mother, child, or family is devastated by this disease. Currently, EGPAF’s global footprint spans in 13 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.

Background of Technical Assistance to Local Implementing Partners

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 the clinical, programmatic, and technical capacity of the LIPs. 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.

To sustain the HIV epidemic control, local partners must be equipped with technical, clinical, and programmatic capabilities to effectively respond adequately across the disease cascade, from expanded prevention strategies (e.g. PrEP/PMTCT), to innovative testing mechanisms (e.g. index testing, recency testing, HIV self-testing), 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 a local partner to offer services requires not only extensive technical knowledge, but also competencies in program implementation, evaluation, and continuous quality improvements.

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 which 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.

On October 1, 2021, USAID requested that the Christian Health Association of Lesotho (CHAL) be added to EGPAF TA scope of work to provide clinical, technical, and programmatic TA. During the same period, sub-awardees under FHI360 and one KB partner, fell off from EGPAF TA support as per USAID guidance. These include the three Faith and Community-based Initiative (FCI) partners namely: Adventist Development and Relief Agency (ADRA), Touch Roots Africa (TRA) and World Vision (WV) and Sentebale which was under KB. As such, as of October 2021, there are eleven (11) LIPs and nine (9) CHAL organizations supported with TA by EGPAF.

EGPAF’s Technical Assistance Approach

EGPAF’s technical assistance approach for local partners is grounded in the principles of rapid responsiveness to the diverse needs of each local partner, high-quality support, and working toward a sustainable HIV response in Lesotho. Recognizing the unique capabilities of each local partner, as well as the opportunity to foster a collaborative network of sustained technical support in Lesotho, EGPAF built on its extensive technical knowledge and program implementation experience to develop an integrated capacity building approach that reinforces the provided technical assistance across the individual/workforce, organizational, and system levels.

- **Individual/workforce level:** At the individual/workforce level, EGPAF TA works to ensure the availability of adequate and competent staff who could implement the array of activities needed to sustain the national HIV and TB program. TA at the individual/workforce level primarily occurs through technical trainings & site-level trainings at the facility level, supportive supervision, coaching and mentorship to LIP staff.

- **Organizational level:** TA at the organizational level supports the creation and enhancement of systems to reinforce high quality service delivery to the intended beneficiaries through the development and use of standard operating procedures (SOPs) for service delivery, implementation of quality assurance and quality improvement systems, and adherence to appropriate systems for referral and linkages.

- **System level:** As all LIPs in Lesotho are guided by government policies, operational frameworks, strategies, guidelines, and standards, EGPAF worked with LIPs to ensure that all participating organizations were up to date and adherent to current policies around service delivery.

Monitoring Opportunities and Progress: The Technical Capacity Assessment

To catalyze the TA process, EGPAF partners with each LIP to conduct the Technical Capacity Assessment (TCA), which is a thorough and tailored assessment of the technical, clinical, and programmatic capacities of the partner. This collaborative approach allows for a transparent evaluation of the level of technical and clinical knowledge, quality of resources and tools used, and the effectiveness of program implementation efforts.

The TCA is administered upon initiation of the TA process, as well as at routine intervals during the TA process. It identifies priority technical area gaps for each partner, offers a holistic mechanism to
monitor the capacity performance of LIPs, and outlines clear targets for LIPs to meet the graduation criteria for each area assessed. By design, the TCA opens a mechanism for ongoing dialogue between the LIPs and EGPAF, whereby partners can reflect on their capabilities and are supported to request additional levels or areas of TA to meet their specific needs.

Through the TCA and accompanying dialogue with LIPs, EGPAF develops Capacity Development Technical Assistance (CDTA) plans for each partner, outlining the specific TA activities that will be employed for each technical area gap, as well as for TA in cross-cutting areas related to program implementation modalities and EGPAF’s program optimization approach (POA). The primary TA strategies to address identified gaps included training, supportive supervision, mentorship, exchange visits, and use of innovation hubs and/or centres of excellence.

Sustained Technical Learning & Capacity Building: Tailoring an Array of TA Strategies

In light of transitioning from a traditional and rigid training mechanism only, EGPAF paired its strong technical curriculum with investments in supporting environments for continued learning and infrastructure for adaptable and responsive service delivery within the LIPs. Critically, this included a LIP’s capacity for both program implementation – its ability to implement programs in an appropriate, resource-efficient, & effective manner, and program optimization - its capacity to assess program performance, identify issues, determine appropriate actions, and rapidly implement corrective measures.

Looking Forward: A Collaborative Learning Environment in Lesotho

The future of the national HIV and TB response in Lesotho shows a clear and growing role of local partners in sustaining program implementation and service delivery. Using the TCA and an interdisciplinary array of technical assistance strategies, examples of collaboration between EGPAF and LIPs in Lesotho demonstrates an effective approach that improves the technical capacity of LIPs. Such partnerships foster a learning environment with mutually beneficial opportunities to share knowledge and expertise both between international organizations and local partners, and South-South learning between the local partners themselves and access to new information through webinars.

Goals & objectives of the mid-term evaluation

The main goal of this mid-term evaluation is to independently determine the quality, relevance, effectiveness, impact and sustainability of EGPAF’s technical assistance initiatives, on the LIPs’ and CHAL’s clinical and programmatic capacities and quality of their HIV and TB service delivery. In particular, the evaluation services two main purpose:

- It will assess progress towards project objectives and results, identify key challenges and any factors that may have affected the project and its implementation. It will present an objective assessment of the extent to which the project responds to the needs of the local partners; their commitment to the realization of the projects objectives and their capacity to deliver on them.
The evaluation findings and suggestions will inform the adjustments of the project’s strategy and plan in the remaining project life, and contribute to knowledge development for EGPAF and other project stakeholders.

Specific Objectives include:

- Assessing progress made towards achievement of a TA project’s planned results in terms of its: relevance, effectiveness and efficiency as well as sustainability of TA gains.
- 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.

Scope

The evaluation will cover the period from **October 2019 to March 2024**, to create an accurate and comprehensive picture of the project implementation, generating findings on evaluation criteria and documenting good practices and lessons learned.

The entire mid-term evaluation process will take place during **Q1 of FY23**. The assessment must be conducted & completed by **March 30, 2024**.

Evaluation Criteria and possible questions

The evaluation will examine the project implementation against the hereunder criteria by addressing the stated questions. The consultant will develop a more detailed analytical framework of questions and sub-questions to carry out the evaluation.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Questions</th>
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| 1. Relevance and strategic fit of the project | ✓ To what extent are the TA project objectives and outcomes relevant to the needs of the beneficiaries?  
✓ Were project methodologies and approaches in line with local partners’ capacities and expectations?  
✓ To what extent have the project’s actions so far contributed to improvement in the coordination of the LIPs’ operations in Lesotho?  
✓ Should the project design and methodology be modified to improve its relevance in the remaining one year of the project? If so, how? |
2. Project progress and effectiveness

- To what extent has the project been making progress towards the planned objectives and outcomes?
- What have been achieved so far?
- What are the major constraints so far?
- Are there any delays in delivery?
- Have the project approaches appropriately matched the capacity of the project partners for their action?
- What measures are required to improve the capacity of the project partners in the remaining period of the project?

3. Efficiency of the use of allocated resource

- Have the resources allocated to the project used efficiently (funds, human resources, time, expertise, etc.)
- Have they been allocated strategically to achieve outcomes?

4. Effectiveness of management Arrangements (including monitoring and evaluation)

- Has the project received adequate political, technical and administrative support? (from the side of EGPAF as the TA provider and on the side of the LIP as the TA recipient)
- Was there a clear understanding of the roles and responsibilities by all parties involved?
- How effective is communication between the project team, EGPAF headquarters, partners and donor?

5. Sustainability and Impact of the project

- How effectively has the project built necessary capacity of people, organizations and the system at large?
- How effectively has the project built local ownership and capacity?
- How likely will the project achieve its objectives in the remaining project period?
- What elements need to be considered to ensure sustainability of outcomes/project gains?

Methodology and Technical Approach

The mid-term evaluation will be carried out in a participatory manner to ensure the involvement of all key stakeholders particularly the local implementing partners, CHAL, EGPAF and the donor where possible, in all phases of project implementation from inception to date.

The following method will be used as a minimum to collect information:

**Desk review: Review and analysis of documents related to the project, including:**

- Project documents: Project proposal, logical framework, workplan and budget, Memorandum of understanding/Service Level Agreements and terms of references between capacity development technical assistance partners, M&E plan and M&E tracker etc.
- Periodic Progress Reports submitted to the donor and other relevant reports
- Any relevant documents e.g snap short of the anonymous survey on the evaluation of the TA impact conducted in 2022 and in 2023 (for CHAL); Impact stories documented by the LIPs etc.
The desk review will allow the consultant to make initial findings that in turn may point to additional or fine-tuned questions

Deliverables

- 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 e.g. Questionnaires (fine tune the ones indicated in the TORs), interview guides, etc.
- Progress update reports submitted and presented in slide decks to EGPAF Director for Technical Assistance
- A final detailed report that describes processes, findings, recommendations and proposed action plan to strengthen Technical Assistance to LIPs and CHAL, where necessary to enable their effective contribution to national HIV Response. The final evaluation report should comprise of at least the following components:
  1. Title page
  2. Table of contents
  3. Executive summary
  4. Body of the report:
     a. Project background
     b. Evaluation background
     c. Methodology
     d. Main findings
     e. Coordination and communication assessment
  5. Conclusions
  6. Lessons learnt and emerging good practices
  7. Recommendations
  8. Appendices

Dissemination of Evaluation Results

The detailed report will be disseminated to EGPAF and other relevant stakeholders through a stakeholder meeting. Also, in the future, EGPAF may utilize & disseminate the results of this report to other EGPAF country programs, and external audiences through a variety of methods as necessary.

Qualification and Minimum Requirements

- 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 Policy makers to gather stakeholder inputs.

Prior experience in conducting project mid-term reviews.

Prior experience working in resource constrained settings and strengthening of 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.

Location of the Assignment

The assignment is based in Maseru, Lesotho, with limited travel, as most interviews may be conducted telephonically.

Duration of the assignment

It is anticipated that this assignment will take a maximum of 21 working days, which may be spread across two months (January - February 2024).

Responsibility of Parties

EGPAF is responsible for:

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

- EGPAF 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 promptly.
- 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 key deliverables under this assignment are received following the agreed Deliverable Schedule.
ATTACHMENT A

- EGPAF TA Unit shall serve as a complimentary support where need arises during the assignment.

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 - Technical Assistance to Local Implementing Partners (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 approve all the 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 and point of contact for all matters pertaining to the respective contract.