

**REQUEST FOR PROPOSALS (RFP)
INVITATION NOTICE**

TGF-20-050 Technical Assistance Adolescent Girls and Young Women

Sourcing Application RFP n. 29598 (search for this number in the system)

RFP Information Table	
RFP Issue Date:	14 July 2020
RFP Closing Date:	28 July 2020
RFP Closing Time:	11:00 AM CEST (Swiss Time) *
Proposal and Question Submission Address:	Following URL for Sourcing Application: ⁽¹⁾ https://access.theglobalfund.org/
*	For clarification on the time in different time zones please check on www.timeanddate.com The Sourcing application will automatically close this RFP at the exact closing time stated above, and past this time the uploading of documents (even partially uploaded) will no longer be possible. We would therefore strongly advise that the uploading of submissions be fully finalized at least 30 minutes before the RFP's closing time as there are always risks of having network, internet or uploading issues.

⁽¹⁾ ***Bidders intending to submit a proposal must be invited to the RFP and thus any request for a Supplier ID should be made at least 48 hours before the RFP closing date.***

1. The Global Fund to Fight AIDS, Tuberculosis and Malaria (the “Global Fund”) now invites proposals for the above-captioned Project.
2. The Statement of Work for the Project is attached hereto as **Attachment A**.
3. The Global Fund will evaluate all proposals received in response to this Request for Proposals (RFP) in accordance with the Evaluation Criteria in **Attachment B**.
4. The requirements and general information regarding the RFP submission are attached hetero as **Attachment C**.
5. Terms and Conditions is attached hereto as **Attachment D**.
6. This RFP is in line with the Global Fund’s **Procurement Regulations (2017, as amended from time to time)**, which may be found at <https://www.theglobalfund.org/en/business-opportunities/>. The following are integral parts of this RFP:
 - a. The **Request for Proposal Solicitation Rules (2015, as amended from time to time)**, which may be found at: <https://www.theglobalfund.org/en/business-opportunities/>;
 - b. The **Policy on Ethics and Conflict of Interest for Global Fund Institutions (2002, as amended from time to time)**, which may be found at: <https://www.theglobalfund.org/en/policies-guidelines-templates/governance-policies/>;

- c. The **Code of Conduct for Suppliers (2009, as amended from time to time)**, which may be found at: <https://www.theglobalfund.org/en/policies-guidelines-templates/governance-policies/>;
- d. The **Sanctions Panel Procedures Relating to the Code of Conduct for Suppliers (2014, as amended from time to time)**, which may be found at <https://www.theglobalfund.org/en/policies-guidelines-templates/governance-policies/>; and
- e. The **Global Fund Terms and Conditions of Purchase of Services (27 March 2018, as amended from time to time)**, which will also be an integral part of any contract resulting from this solicitation, and which may be found at <https://www.theglobalfund.org/en/business-opportunities/>.

Submitting an proposal in response to this RFP constitutes an acceptance of the terms indicated herein and of the terms of each of these documents, including the Global Fund Terms and Conditions of Purchase of Goods and Services, and the Global Fund reserves the right to reject the proposal of any entity or individual, as the case may be, that fails or refuses to comply with, or accept, such terms.

7. This RFP shall not be construed as a contract or a commitment of any kind. This RFP in no way obligates the Global Fund to award a contract, nor does it commit the Global Fund to pay any costs or expenses incurred in the preparation or submission of proposals.

TGF Sourcing Application (The platform)

1. For audit and efficiency purposes, this RFP process is being managed electronically, and bidders are required to submit their proposals in the following URL for Sourcing Application: <https://access.theglobalfund.org/>.
2. Please use the attached Guidance Notes – ***“Responding to an RFP/RFQ/RFI in the TGF Sourcing Application, SUPPLIER INSTRUCTION.”***
3. Proposals must be submitted in TGF Sourcing Application, and received by the Global Fund by the RFP Closing Time and at the RFP Closing Date, all as indicated in the above RFP Information Table.
4. In case, you do not have a Supplier Id in TGF Sourcing Application, please send an email with sufficient notice to geraldine.mougamadou@theglobalfund.org with the following title in the subject:
 - “TGF-20-0520” - Request for login user id creation in TGF Sourcing / iSupplier portal – “Put your organization name”.
5. Unless otherwise indicated, proposals shall be submitted in pdf and should be divided in two separate folders, one containing your cost proposal and one containing your technical proposal.

The subject line of your attachment must be labelled as follows:

- TGF-20-050 - Your name – technical proposal
- TGF-20-050 - Your name – cost proposal

6. All communications with regard to this RFP shall be in writing and sent through the TGF Sourcing Application platform using the online discussion as indicated in the above RFP Information Table.
7. Any communication between a Bidder and the Global Fund regarding this RFP, which is not through the designated channel (<https://access.theglobalfund.org/>), may invalidate such Bidder's proposal to this RFP.

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ATTACHMENT A STATEMENT OF WORK

1. Scope and objectives

The primary objective of this Technical Assistance (TA) is to provide on-the-ground technical assistance to the AGYW (Adolescent Girls and Young Women) Principal Recipients, in order to ensure that quality programs are implemented and scaled up. The TA will focus on establishing systems and processes to benefit the program in the long run, wherever possible. This includes the provision of support to effectively facilitate collaborations and cooperation between PEPFAR Implementing Partners and the GF Principal Recipients, Sub-Recipients and Sub-Sub recipients.

2. Tasks and Deliverables

Technical Area 1

- Support the AGYW PRs to identify and analyse best practices from the GF-supported AGYW program, as well as from non-GF and other programs implemented in the region;
- Facilitate learnings among PRs based on the best practices identified;
- Support the AGYW PRs with the dissemination of learnings and best practices at relevant National meetings, Youth Prevention TWG as well as SANAC and SA CCM.

Technical Area 2

- Coordinate quality improvement related assessments of AGYW programmes (not only limited to GF), with a focus on developing implementation approaches to help the Government of South Africa achieve the 90-90-90 strategy for HIV and TB;
- Improve mechanism to ease the compilation and generation of quality reports for Country Portfolio Review (CPR) meetings and Operational Performance Excellence and Co-ordination (OPEC) in relation to the AGYW interventions;
- Support continuous monitoring of the uptake of services for AGYW across the HIV and TB cascades, identification of major challenges, and development with PRs and SRs of mitigating actions to be taken with a timeline. This involves the coordination of frequent performance monitoring and troubleshooting activities, including activities as per TSU TA plan for AGYW work plan.

Technical Area 3

- Coordinate the development of a funding request for the GF portfolio optimization under overall guidance and leadership of the SA CCM/SANAC TSU. Building on a set of activities already approved in the Prioritised Above Allocation Request (PAAR), the request should aim to scale up AGYW program by increasing saturation in well performing and high burden AGYW sub-districts.

Deliverables:

- Quarterly AGYW PR coordination meetings held to measure progress against the agreed outcomes, identify bottlenecks and solutions. Continuous support is provided to ensure that the identified follow-up actions have been completed.

- A dynamic learning platform is created and is well facilitated with active participation of the GF PRs and SRs. The platform will include a compilation of policy and programmatic tools, relevant guidance and evidence, as well as documentation of best practices;
- AGYW portfolio optimization/scale up request is developed and approved by the SA CCM.

3. Timeframe

9 months (~July-March 2020)

4. Qualifications and experience

Qualifications

An advanced university degree or relevant experience in lieu of education, in Public Health, Gender, International Development, or related field.

Experience

- A minimum of 10 years of experience working in the field of health and HIV prevention.
- Strong knowledge of AGYW programs.
- Capacity to conduct consultations with key and vulnerable populations, community groups and community-based organizations.
- Capacity to conduct consultations with the governmental bodies and UN partners to ensure their engagement in AGYW programming.
- Good knowledge of the HIV prevention/AGYW issues in Southern Africa, particularly within the context of HIV and TB in South Africa.

An individual must have a strong program implementation experience and be familiar with design, management, monitoring and evaluation of AGYW programs. He/she/they must be able to analyse factors affecting the performance (positively and negatively) and identify course correction based on data and evidence. A purely academic background and approach is inadequate to achieve the objective set forth in the TA. Considering the nature of working with a broad range of AGYW community and diversity of stakeholders, a strong coordination skill is required.

He/she/they should be South Africa based and will work under a joint technical supervision of the GF Country Team and SANAC TSU.

ATTACHMENT B EVALUATION CRITERIA

A Global Fund evaluation panel will assess the extent to which proposals submitted in response to this RFP meet the evaluation criteria below.

The evaluation will be divided into technical (70%) and cost (30%) factors. These factors will be evaluated relative to each other as described herein.

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical only undertaken for technical submissions that receive a minimum of **70 points out of 100**. A submission which fails to achieve the minimum technical threshold may not be considered further. The process may require interviews as per panel decision.

A. TECHNICAL EVALUATION CRITERIA

The technical merit of proposals will be evaluated based on the following evaluation criteria:

Criteria	Weighting
Technical Expertise	40%
Qualifications	20%
Experience and capabilities	40%

A minimum technical score of 70 out of a maximum of 100 is required to pass the technical evaluation. A proposal which fails to achieve the minimum technical threshold will not be considered further.

B. COST EVALUATION CRITERIA

Proposals will be evaluated in terms of best value to the Global Fund, price and other factors considered. Cost proposals must be a fully inclusive daily rate per working day in US Dollars (USD).

ATTACHMENT C
PROPOSAL REQUIREMENTS & GENERAL INFORMATIONS

I. PROPOSAL REQUIREMENTS

The proposal should be concisely presented and structured, and should explain in detail your availability, ability, capacity and resources to provide the requested services. Proposals that are incomplete or not responsive to these criteria may not be considered in the review process. All proposals must be submitted in English and can be in MS-Word or MS Power Point including applicable schedules where defined.

On electronic submission of the proposal and for correspondence regarding this request for proposal, the RFP number, as appears in the cover letter for this solicitation and your company name must be clearly indicated in the subject line of your e-mail and in the names of any documents attached to the e-mail.

Cost proposal and technical proposal must be send separately, as two separate documents:

a. Technical Proposal

The Consultant is required to produce:

- A **cover letter** not exceeding 2 pages
- A **CV** not exceeding 5 pages, focusing on work experience and qualifications which correspond directly to the requirements set out in the statement of work.

The Global Fund reserves the right to contact any persons listed in your past performance document in order to gain a better understanding of the supplier's past performance in delivering similar services to former clients.

b. Cost Proposal: Please provide your proposed daily rate

Proposals will be evaluated in terms of best value to the Global Fund, price and other factors considered. Cost proposals must be a daily rate in US Dollars (USD).

II. PROPOSAL SUBMISSION AND COMMUNICATIONS

Proposal submissions and all communication should be sent through the RFP platform.

The full proposal must be submitted no later than **the date and time indicated on page 1 of this RFP**. Prior to submission, remember to allow sufficient time for the creation of a Supplier ID.

Please submit two separate attachments, one containing your cost proposal and one containing your technical proposal.

Both the attachment documents must be labeled as follows:

- TGF-20-050 - Your organization name – technical proposal

- TGF-20-050 - Your organization name – cost proposal

III. SPECIFIC INSTRUCTIONS

a. Late delivery or incomplete tenders

No proposal shall be considered unless it is submitted by the closing dates and times and at the location as stipulated above. The Global Fund will not consider proposals that it regards as being incomplete in any respect.

b. Period of validity

Proposals should be valid for a period of 2 calendar month from the closing date of their receipt.

c. Modifications to Proposal

No further additions to, or modifications on submitted proposals shall be allowed unless it is proven to be a bona fide typographical error or omission and that it may have material impact on the evaluation process. Such additions or modifications may only be effected with prior, written, approval from The Global Fund.

d. Tender expenses

Suppliers are solely responsible for their own expenses or losses, if any, in preparing and submitting an offer to this Request for Proposal. This would include any costs incurred during functional demonstrations and subsequent meetings and negotiations.

e. Currency and language to be used

All costs in the pricing spreadsheets must be in US Dollars only (for proposal). All communication in respect to this RFP shall be in English.

IV. GENERAL INFORMATION

The Global Fund may, at its discretion, change the closing date, cancel the RFP, or revise the terms of reference, by issuing an amendment to this solicitation. All amendments to this RFP will be also posted on the Global Fund website: <http://www.theglobalfund.org/en/business/>

It is the Supplier's responsibility to consult the Global Fund's website to ensure that they are aware of amendments to this RFP.

The Global Fund may (a) reject any or all proposals, (b) accept for award a proposal other than the lowest cost proposal, (c) accept more than one proposal, (d) accept alternate proposals, (e) accept part of a proposal, (f) waive informalities and minor irregularities in proposals received, and (g) cancel this RFP.

The Global Fund may award one or more contracts on the basis of initial proposals received, without discussions or negotiations. Therefore, each initial proposal should contain the Supplier's best terms from a cost and technical standpoint. The Global Fund reserves the right (but is not under obligation to do so) to enter into discussions with one or more Suppliers in order to obtain

clarifications or additional detail, to suggest refinements in the technical proposal or other aspects of the proposal, or negotiate the cost proposal.

The Global Fund will be under no obligation to reveal, or discuss with any Suppliers, how a proposal was assessed, or to provide any other information relative to the selection process. Suppliers whose proposals are not selected will be notified in writing of this fact, and shall have no claim whatsoever for any kind of compensation.

This RFP shall not be construed as a contract or a commitment of any kind. This request for proposals in no way obligates the Global Fund to award a contract, nor does it commit the Global Fund to pay any cost incurred in the preparation of the proposal.

In addition to the written proposal, the Global Fund may request bidders to make oral presentations in English or to participate in a pre-proposal conference. The date, time, and place for such (if any) will be communicated to all eligible bidders. Any statement or presentation made during these meetings shall not in any way amend or modify the Global Fund RFP Invitation Notice solicitation.

Information obtained through oral presentations will be considered in the overall evaluation process.

ATTACHMENT D
THE GLOBAL FUND TERMS AND CONDITIONS OF PURCHASE OF SERVICES 28
March 2018

(separated document)