

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

**RFP TGF-16-113**

**Title: Indefinite Quantity Contracts (IQCs) with Independent Consultant to support Global Fund Country Coordinating Mechanisms (CCMs) and Principal Recipients (PRs)**

<b>RFP Information Table</b>	
<b>Issue Date:</b>	<b>16 August 2016</b>
<b>RFP Closing Date:</b>	<b>16 September 2016</b>
<b>RFP Closing Time:</b>	<b>5 PM (Geneva Time)</b>
<b>Proposal Submission Address:</b>	<b>By E-mail to <a href="mailto:Solicitation@theglobalfund.org">Solicitation@theglobalfund.org</a></b>

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**. The Statement of Work also includes seven annexes.
3. The Global Fund will evaluate all proposals received and Cost Proposal in response to this Request for Proposals (RFP) in accordance with the Evaluation Criteria and Cost Proposal template in **Attachment B**.
4. The requirements and general information regarding the RFP submission are attached hetero as **Attachment C**.
5. This RFP is in line with, and subject to, the Global Fund’s **Procurement Regulations (2015, as amended from time to time)**, which may be found at <http://www.theglobalfund.org/en/business/>. The following are integral parts of this RFP:
  - a. The **Global Fund Solicitation Rules (2015, as amended from time to time)**, which may be found at: <http://www.theglobalfund.org/en/business/>;
  - 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: <http://www.theglobalfund.org/en/documents/governance/>;
  - c. The **Code of Conduct for Suppliers (2009, as amended from time to time)**, which may be found at: <http://www.theglobalfund.org/en/documents/governance/>;
  - 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 <http://www.theglobalfund.org/en/documents/governance/>; and
  - e. The **Global Fund Terms and Conditions of Purchase of Services (15 September 2015, 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 <http://www.theglobalfund.org/en/business/>.

Submitting a 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 Services, and the Global Fund reserves the

right to reject the proposal of any individual, as the case may be, that fails or refuses to comply with, or accept, such terms.

6. 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.
7. All communications with regard to this RFP shall be in writing and sent to the Global Fund Contact and Contact Information indicated in the above RFP Information Table.
8. Proposals must be submitted at the Proposal Submission Address, 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.

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## **ATTACHMENT A STATEMENT OF WORK**

### **1. Introduction**

The Global Fund invites potential independent consultants to demonstrate their technical capabilities to provide support the Global Fund Country Coordinating Mechanisms (CCMs) and Principal Recipients (PRs).

The purpose of this RFP Request for Proposals (RFPs) is for the Global Fund to select a set of independent or individual consultants who can provide the following support below. Companies or firms shall not respond to this RFP.

The different services are described in the seven (7) Terms of References (TORs) as follows:

- Annex 1: TOR 1 CCM Eligibility Assessment
- Annex 2: TOR 2 CCM Eligibility Assessment Light (Remote support)
- Annex 3: TOR 3 CCM Governance Strengthening
- Annex 4: TOR 4 CCM Oversight Strengthening
- Annex 5: TOR 5 CCM CSO/KP/PLWD Engagement
- Annex 6: TOR 6 CCM Orientation support
- Annex 7: TOR 7 RCM/CCM/PR Dashboards.

The Global Fund intends to award multiple Indefinite Quantity Contracts (IQCs) for each Terms of References.

The proposal shall not be construed as a contract or a commitment of any kind. It 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 and submission of the proposal(s).

The consultant will be a supplier to the Global Fund and will act as an independent consultant (or individual consultant) working under the overall guidance of the CCM Hub Team of the Global Fund Secretariat.

### **2. Scope / Objective**

The Global Fund funding model has been redesigned to bring the Global Fund Strategy of 'Investing for Impact' to life. The new funding model will improve the way the Global Fund assesses, approves, disburses, and monitors grants. The new funding model takes into account the challenges and lessons of managing Global Fund grants in previous years. Increased engagement between applicants and the Global Fund is required to successfully implement the new funding model. Country Coordinating Mechanisms (CCMs) are central to this commitment to local ownership and participatory decision-making. These country-level multi-stakeholder partnerships develop, submit and oversee the funding received from the Global Fund.

The funding model envisages an enhanced role of the CCMs in development of Concept Notes by deriving a list of costed interventions from the national strategic plans, as well as provision of upfront risk and capacity assessments. CCM's must ensure the Concept Notes are developed using an inclusive 'country dialogue' process with the input of a broad range of stakeholders, including Key Populations (KP) and People Living with Diseases (PLWD). A key prerequisite for CCMs to be able to support this enhanced role under the new funding model is to ensure that CCMs are fully compliant with their Eligibility Requirements (ERs), or are following a corrective action plan necessary to qualify and access funding starting from 2014 (Compliance with CCM ERs (and, as of January 2015, Minimum Standards) is mandatory for grant signing.

In order to support CCMs with: the assessment of their eligibility (using a software-aided process); strengthening of requisite governance, oversight and inclusive concept note development capacities; and enabling CCMs to submit Concept Notes via a dedicated online platform, the Global Fund is seeking to engage services of consultants (individuals) to provide technical assistance (TA) under seven specified Terms of References (TORs).

**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 evaluations are divided into technical (60%) and cost (40%) factors. These factors will be evaluated relative to each other as described herein.

**1. Technical Evaluation Criteria (60%)**

In assessing each proposal, the Global Fund will allocate greater importance to technical factors than to cost factors. This will be reflected in the weighting that the Global Fund will employ in assigning a total score to each proposal. While technical score will be significantly more important, cost will be a factor in evaluation.

The score assigned to each proposal will be of guidance in determining which proposal would provide the greatest value to the Global Fund. However, the Global Fund reserves the right not to employ raw scores in determining best value where it considers, in its sole discretion, that this would not be appropriate.

The technical merit of proposals will be evaluated based on the following Evaluation Criteria:

<b>Criteria</b>	<b>Weighting</b>
<b>Technical Expertise</b> The extent to which the cover letter demonstrates a clear understanding of, and responsiveness to, the nature of the work being undertaken and the environment in which work must be performed.	35%
<b>Qualifications</b> The extent to which the consultant has the necessary education, training and technical knowledge: <ul style="list-style-type: none"><li>- Linguistic and/or other special &amp; relevant skillset as outlined in the seven TORs</li></ul>	30%
<b>Experience and capabilities</b> The extent to which the consultant has the necessary experience in similar context: <ul style="list-style-type: none"><li>- Experience in direct CCM work involving capacity building and/or advising</li></ul>	35%

**2. Cost Evaluation Criteria (40%)**

The cost proposal should take into account the expected deliverables as outlined in Attachment A. The cost proposal will be evaluated in terms of best value to the Global Fund, price and other factors considered.

**ATTACHMENT C**  
**PROPOSAL REQUIREMENTS & GENERAL INFORMATION**

**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.

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 individual 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, in two different emails.**

**a. Technical Proposal**

The Consultant is required to produce a **cover letter** not exceeding 3 pages describing:

- Understanding and background of the topic;
- Reference for similar prior positions and lessons learnt.

The following documents should be attached to the cover letter:

- CV (resumes) not exceeding 3 pages focusing on work experience and qualifications which correspond directly to the requirements set out in the scope of work, educational qualifications, language qualifications (English is mandatory and French is an asset).
- In addition, potential independent consultant may add any other documents they see relevant to clarify their expertise in conducting this work.

Suppliers shall also describe what access they will need to the Global Fund resources.

**b. Cost Proposal: Please provide your proposed daily rate**

The cost component must cover all the services requested in the scope of work outlined in the proposal and must be in US Dollars. The cost tables and accompanying notes must show the composition of all cost elements, including fees and profits. It must include the following:

- Number of estimated working days and daily rate.
- Cost breakdown of professional fees (working days, daily rates and expenses).
- Cost breakdown of expenses

**II. PROPOSAL SUBMISSION AND COMMUNICATIONS**

Proposal submissions and all communication shall be sent via e-mail to the following contacts only:

- Solicitation@theglobalfund.org, and

The full proposal must be submitted no later than **5 pm (Geneva), 16 September 2016**. Please submit two separate emails, one containing your cost proposal and one containing your technical proposal.

Both the subject line of your email and the attached document must be labeled as follows:

- 1) TGF-16-113-TOR number - Your individual name – Technical proposal
- 2) TGF-16-113-TOR number - Your individual name – Cost proposal

**All proposals must be made separately for each individual Terms of References. Independent consultants are welcome to make individual submissions for more than one Terms of References. Failure to follow these instructions may result in disqualification.**

All proposals must be submitted in English. The TOR number and your individual name must be clearly indicated in the subject line of your e-mail and your proposal letter.

Proposals which are incomplete or non-responsive may not be considered in the review process.

The Global Fund reserves the right to contact any persons listed in your proposal or CV in order to gain a better understanding of your past performance and experience.

### **III. SPECIFIC INSTRUCTIONS**

#### **a. Special conditions for Independent Consultants**

Selected candidates must satisfactorily complete a background check conducted by a third party background screening company contracted by the Global Fund. All background checks must be completed before a contract is finalized and the selected candidates begin work in the new assignment.

Selected candidates may not begin working until the following documents have submitted to the Global Fund:

- Copy of passport.

#### **b. 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.

#### **c. Period of validity**

The proposal(s) must be valid for 90 days from the deadline for submission.

#### **d. 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.

#### **e. Tender expenses**

Independent consultants 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.

**f. Currency and language to be used**

All costs in the pricing spreadsheets must be in USD 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 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.