

## REQUEST FOR PROPOSALS (RFP)

<b>RFP Number</b>	<b>EHRA-10-14</b>
<b>RFP Title</b>	External consultant to organize and facilitate 2-day Communities and civil society regional meeting “Ensuring meaningful community engagement in Global Fund GC8 in EECA”.
<b>RFP Closing Date and time:</b>	<b>24:00 EET 31 October 2025</b>
<b>Proposal Submission Address:</b>	<b>info@harmreductioneurasia.org</b>

The Eurasian Harm Reduction Association (EHRA) within the scope of the [EECA Regional Learning Hub project](#) supported by the Global Fund is aimed to organize a meeting to gather the CCM members representing non-governmental sector from EECA countries - prospective applicants for GC8 Submission Windows 1 – 3 in 2026: Azerbaijan, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Ukraine. The meeting should allow its participants to become better prepared for the engagement into the Grant Cycle 8 country dialogue processes including learning about the materials being available to support the process, opportunities for and expectations from the community engagement into the such process and the technical support being available.

Additionally, the meeting will provide the opportunity to better understand their roles as CCM members with regard to the process of funding request development and ensuring the voices of communities to be heard within this process, to share their current and previous experiences with each other and to address the representatives of the Global Fund Secretariat with their questions and concerns.

The meeting is going to take place in Istanbul (Turkey) on the week of 26<sup>th</sup> of January 2026 (the exact dates will be fixed within the next few weeks). The working languages of the meeting will be English and Russian.

### Meeting Objectives

The objectives of the meeting are:

- To unpack changes in the GC8 technical and process guidance and build capacity of communities and civil society representatives (e.g., funding request process and application forms, modular framework, technical briefs and information notes, annex on funding priorities for communities and civil society).
- To facilitate a dialogue on regionally relevant key priorities considering the national contexts and potential reductions in GC8 allocations.
- To discuss potential adaptations to help safeguard priority interventions in case of reduced allocations.
- To establish a common understanding of the need, possibilities and Global Fund's expectations (if any) for community engagement at the stages of the funding request development and grant-making.

- To develop draft country-specific roadmaps for community engagement in GC8 funding request development and grant-making.
- To exchange experiences, share lessons learned, and discuss good practice approaches for ensuring meaningful involvement of communities in country dialogue, funding request development and grant-making processes.
- To strengthen the role of Regional Learning Hub in the region as a facilitator of knowledge and learning across community and civil society partners.

*Note: Some of the objectives may be revised and adjusted during the process of planning the meeting agenda.*

**Tasks and the deadlines for the consultants under this ToR:**

EHRA is looking for a regional level expert to contribute to the development of the detailed agenda of the event and help EHRA with its organization and facilitation.

The expert under this ToR is expected:

- By 10th of November to review the available draft concept of the meeting, propose and agree with EHRA amendments to it if needed, develop and agree with EHRA the final version of the concept of the event;
- By 20th of November - to conduct interviews (no less than 6) with the national partners from those countries to be covered by the event to better understand the country dialogue related processes taking place in these countries (if any), needs of the civil society CCM members with regard to access to the GC8 related information and technical support, etc. The result of the interviews will be used to better shape the meeting agenda.
- By 20th of November to review the draft agenda of the meeting and provide a feedback and recommendations in its finalization to EHRA and colleagues from Global Fund CRG Team;
- By 1st of January to provide EHRA with the final version of the meeting agenda ready for the dissemination among the meeting participants;
- To help EHRA to identify relevant experts to be invited to participate in the meeting as speakers and facilitators of particular sessions. The list of experts should be developed by 1<sup>st</sup> of December;
- Based on the agreed agenda of the event to develop and agree with EHRA the process of its facilitation by 15th of January 2026.
- To coordinate the process of development of relevant presentations for the purposes of the event by invited participants and experts: to develop the check list of the presentations; to brief each expert on the expected content, possible structure and timing of the presentation; to collect presentations from experts and participants in advance to the event; to provide a feedback on their content and structure if needed. To participate in planned conference calls with the invited experts;
- To coordinate the process of the development of the handout materials to be disseminated among the participants of the event in advance to it or distributed during the meeting: to develop the check list of the required handout materials; to collect them in advance to the meeting from the experts or from other relevant sources and make sure that those needed to be printed for the seminar are printed in time;

- To develop the methodology of the evaluation of the results of the meeting right after the event. Based on this methodology to develop the questionnaire for the participants to fill in right after the event;
- To participate in a preparatory meeting with EHRA representative and experts the day before the event to have the final discussion on its agenda, facilitation processes, roles of key participants and expected results;
- To facilitate the two-day long EECA Regional Learning hub meeting on the week of 26<sup>th</sup> of January 2026 in Istanbul (Turkey);
- To be in contact with the people responsible for the organization of the event's logistics and timely provide them with all required information regarding the requirements for the event auditorium, stationery, etc.;
- By 10 of February 2026 to develop and submit to EHRA the report on the process and results of the event. The report should be in English or Russian and should not exceed 15 pages. Among other issues the report should include a short overview of the event organization process, key discussions which took place during the event, key agreements reached, conclusions as well as recommendations.

EHRA will identify the person from among its staff to supervise the work of the expert under this ToR. Supervisor will be a contact person for the expert on all matters regarding the organization and facilitation of the event and will be the one to conclude on the quality of the work done and report provided.

### ***Payment***

The final cost of the contract will be calculated based on the number of working days indicated by the consultant in their application required to complete each stage of the event organization process described in this RFP, as well as the daily rate (in Euros) confirmed and agreed with EHRA. The daily rate must include all taxes to be paid by consultant themselves.

EHRA reserves the right to review and agree on the proposed daily rate based on the submitted documents.

EHRA will cover travel and accommodation expenses required to ensure the expert's participation in the event if needed. The contract with the selected expert will be signed for the period from 3d of November 2025 till 15 of February 2026. In case of change of dates of the event due to the unexpected circumstances the duration of the contract will be extended for the relevant period.

### **Evaluation criteria / requirements for candidates:**

Submitted applications will be evaluated by the evaluation panel of the Eurasian Harm Reduction Association. A two-stage procedure will be utilized in evaluating the proposals:

- evaluation of the previous experience (portfolio) via technical criteria – 80% in total evaluation (please find the criteria in the table below)
- comparison of the costs (best value for money) – 20% in total evaluation. The EHRA will evaluate the proposal regarding the best value for money (price in euros and other factors are taken into account).

Cost evaluation is only undertaken for technical submissions that score a minimum 80 points out of a maximum of 100 as a requirement to pass the technical evaluation. A proposal which fails to achieve the minimum technical threshold will not be considered further.

Criteria:	Points
The experience of organization and facilitation of at least three (3) regional level workshops\seminars\trainings in last five years;	25
Good understanding of Global Fund GC7 - GC8 related procedures and processes and preferably personal involvement into such processes (should be clear from the Letter of Interest);	25
Good understanding of the key programmatic components of HIV community led responses (CLM, CSS, SRHR etc) as well as of the Global Fund related sustainability and translation related issues and processes taking place in the region (should be clear from the Letter of Interest);	25
Good communication skills including experience in conducting surveys, interviewing people, report writing (should be clear from Lol and CV)	25
<b>Maximum possible number of points</b>	<b>100</b>

Mandatory requirement for the candidates: excellent knowledge of written and spoken English and Russian.

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

Based on the evaluation results, the evaluation panel may decide to support several consultants. In this case, the evaluation panel will contact the selected consultants for negotiations.

### How to apply

To be eligible as a EHRA consultant, any organization or individual must comply with the Eurasian Harm Reduction Association Code of Ethics which you can find at the following link: <https://harmreductioneurasia.org/ehra-code-of-ethics/> Also, the applicant should support the position of the EHRA on the issue of Russian aggression against Ukraine <https://harmreductioneurasia.org/eurasian-harm-reduction-association-condemns-the-russian-war-against-ukraine/>

Applicants must submit the following documents:

- CV,
- Letter of Interest.

The CV and application must reflect the candidate's competencies required to complete this task. The Letter of Interest should also include the estimated number of working days required to complete each stage of the assessment process and the daily rate in EUR.

Please submit your proposal to the [info@harmreductioneurasia.org](mailto:info@harmreductioneurasia.org) by 24:00 EET 31 October 2025.

In the subject line of your e-mail please indicate the **RFP number and your name**. **Otherwise, the application will not be considered.**