

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

**Title: RFP TGF-19-003
Sourcing Application RFP n. 29338 (search for this number in the system)**

**Establishment of a pool of Technical Assistance Providers
For the implementation of Programs to Reduce Human Rights-related Barriers
to HIV, TB and Malaria services**

RFP Information Table	
RFP Issue Date:	16 January 2019
RFP Closing Date:	4 February 2019
RFP Closing Time:	11:00 AM (Swiss Time) *
Proposal and Question Submission Address:	Following URL for Sourcing Application: ⁽¹⁾ https://access.theglobalfund.org/
Global Fund Contact and Contact Information	geraldine.mougamadou@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 Scope of Work for the Project is attached hereto as **Attachment A**.
3. The requirements and general information regarding the RFP submission are attached hereto as **Attachment B**.
4. The Global Fund will evaluate all proposals received in response to this Request for Proposals (RFP) in accordance with the Evaluation Criteria in **Attachment C**.
5. The Global Fund 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 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 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.

12. 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 through 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.

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.

4. In case, you do not have a Supplier Id in TGF Sourcing Application, please send an email with sufficient notice, and at least 48 hours before the RFP closing time to **geraldine.mougamadou@theglobalfund.org** with the following title in the subject:
 - “TGF-19-003” - Request for login user id creation in TGF Sourcing / iSupplier portal – “include your full 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-19-003 - Your name – technical proposal
 - TGF-19-003 - 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.

ATTACHMENT A STATEMENT OF WORK

I. Background information

The Global Fund to Fight AIDS, TB and malaria is committed to promoting human rights in the context of the three diseases. The Global Fund Strategy for 2017-2022 reaffirms this commitment and contains a strategic sub-objective to “**introduce and scale up programs that remove human rights barriers to accessing HIV, TB and malaria services**” (SO3c). Through this strengthened commitment, the Global Fund has recognized that programs to remove human rights barriers are critical to ensure that the health services supported by the Global Fund reach and are taken up by those most affected by HIV, TB and malaria.

In 2017, the Global Fund issued Technical Briefs describing in detail the recognized programs to remove human rights related barriers that it will support and seek to expand in national responses to HIV, TB and malaria.¹

To further support these commitments, the Global Fund launched the *Breaking Down Barriers to Access* initiative, an intensive support effort in 20 countries² with the aims of (a) scaling up comprehensively in national responses to the three diseases programs to remove human rights-related barriers to services; (b) coordinating the development and implementation of evidence-informed multi-stakeholder 5-year action plans towards this end, and (c) carrying out a robust monitoring and evaluation of these efforts. The Global Fund Board approved an additional funding stream – designated as matching funds – to increase investment in a number of strategic priorities deemed crucial to achieving the Strategy, including for scaling up key programmes to remove human rights barriers.

By October 24th 2018, baseline assessments had been completed in all of the 20 intensive support countries with the exception of Kenya; and three multi-stakeholder meetings had been held, successfully, in Ukraine, Nepal, Jamaica and Kyrgyzstan.

The countries have started to access matching funds for human rights since early 2018 and by 24 October 2018, nineteen of the 20 countries in the initiative had matching fund requests reviewed and approved by the TRP, substantially increasing investment in programs to address human rights-related barriers.

As the 20 countries are now starting to implement a much expanded array of programs/interventions to reduce human rights-related barriers to services, it has become apparent that capacity to effectively implement programs to address human rights-related barriers is insufficient in many settings.

The Global Fund has therefore set aside dedicated resources aimed at enabling countries to access short-, medium- and longer-term technical assistance support for effective implementation of programs to reduce human rights-related barriers to services, as well as monitoring and evaluating mechanisms to monitor progress made.

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¹ Global Fund Technical Brief, “HIV, Human Rights and Gender Equality, April, 2017; Global Fund Technical Brief, “Tuberculosis, Gender and Human Rights”, April 2017; Global Fund Technical Brief, “Malaria, Gender and Human Rights”, January 2017; Global Fund Technical Brief, “Human rights and gender programming in challenging operation environments (COEs)

² The twenty countries are: Benin, Botswana, Cameroon, Democratic Republic of Congo (province-level), Cote d’Ivoire, Ghana, Honduras, Indonesia (5-10 cities), Jamaica, Kenya, Kyrgyzstan, Nepal, Mozambique, Philippines, Senegal, Sierra Leone, South Africa, Tunisia, Uganda, and Ukraine.

Location: Multiple locations, in particular:
Cameroon, Core d'Ivoire, DRC, Mozambique, Kenya, South Africa, Uganda, Ukraine, Sierra Leone, Botswana, Ghana, Indonesia, Senegal, Kyrgyzstan, Philippines, Nepal, Tunisia, Jamaica, Honduras, Benin.

II. Key activities

Against the aforementioned background, this RFP invites qualified suppliers to present technical proposals demonstrating their expertise and capacity to deliver short, medium and long-term TA with regard to the programs and interventions to remove human rights barriers that the Global Fund is seeking to expand in national responses to HIV, TB and malaria. In particular, suppliers should be able to address the following issues:

- Implementation of the described evidence-based and effective combinations of programs/interventions to reduce human rights-related barriers to accessing health services within the context of HIV, tuberculosis and malaria epidemics;
- Integrating such programs/interventions into existing prevention and treatment programs, and national responses to the three diseases, so as to support prevention and treatment efforts;
- Building capacity of communities, community-based organisations, health systems and state implementers to effectively design, and implement programs to address human rights-related barriers;
- Setting up monitoring and evaluation of programs to address human rights-related barriers with a clear set of indicators to measure the impact of the programs.

While the focus will be on building capacity to implement programs/interventions to reduce human rights-related barriers, it is highly desirable for the technical assistance providers to have experience and expertise on gender as well, to ensure that all programs/interventions are gender-responsive.

III. Objectives

1. Support civil society, community networks and organizations, health systems, state actors, and other implementers of human rights programs to remove barriers to health services on program design, planning, budgeting for program interventions, as well as implementation of the programs to address human rights-related barriers;
2. Support civil society, community networks and organisations, health systems, state actors, and other implementers of human rights programs to remove barriers to health services on further developing capacity, and identifying, and making linkages to existing opportunities, to scale-up to scale up those programs;
3. Support civil society, community networks and organisations, health systems, state actors, and other implementers of human rights programs to develop a strong monitoring and evaluation framework with a clear set of indicators to measure the impact of the programs.

IV. General requirements

Successful applicants will be able to demonstrate the following requirements:

- Sound expertise and experience in providing TA in the field of human rights, specifically in implementing and monitoring programs to reduce human rights-related barriers as described by the Global Fund in its Technical Briefs;

- Demonstrated experience in and capacity to rapidly and effectively respond to TA requests from civil society and community organizations, health systems and state actors, and other implementers of human rights programs from different countries;
- Capacity to ensure high-quality project design, processes as well as timely implementation of agreed work plans;
- Have a good knowledge of the Global Fund mandate, strategy and business model;
- Have an excellent understanding of the International Health Funding Architecture;
- Those with community and/or country experience in the implementation of these programs will be given preference;
- Known relevant performance will be taken into account.

ATTACHMENT B

PROPOSAL REQUIREMENTS & GENERAL INFORMATION

I. PROPOSAL REQUIREMENTS

The proposal should be concisely presented and structured as requested below. 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 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.

Technical proposal and Cost proposal must be submitted separately, as two separate documents.

A. Technical Proposal

1. Concept paper (max 3 pages), containing the following information:

- Applicant profile;
- In cases, where organizations apply, the designated Technical Advisor;
- All areas of expertise under the Human Rights-SI relevant areas for which the applicant can deploy TA (please, see section 1 of the SoW) and the respective languages in which TA can be provided for each area listed in the proposal, with a focus on the types of programs to remove human rights barriers as described in the Global Fund Technical Briefs;
- Countries or regions where the applicant is willing to deploy TA.
- Concrete examples of TA deliverables that the applicant would be willing to provide.

2. Statement of past professional experience (max 5 pages), containing:

- Description of 1 to 3 concrete examples of the work in the listed areas of the focus within the last five years, which demonstrate technical ability to conduct assignments that are described in this RFP. The description should include the following:
 - o Place and period of performance
 - o Description of the work
 - o How performance was assessed
 - o Timeline and milestones for the project;

3. Evidence of technical expertise (max 2 pages for each CV attached), including the following:

- If the applicant is an organization, the CV of one designed Technical Advisor or focal point to respond to the Global Fund technical requests.
- If the applicant is an organization, a summary description of the organization's portfolio of consultants (both associated and independents) presented in the following format.
- An individual applicant shall use the same format.

Name	Summary of past experience, core expertise and qualifications	Areas where the consultant can deliver TA (please refer to HUMAN RIGHTS-SI relevant areas)	Languages
1.			
2.			

[Please add as many rows as you need]

4. Other supplementary documents

In addition, potential suppliers may add any other documents they see relevant to clarify their expertise in conducting this work, including reference/recommendation letters.

B. Cost Proposal

The finance proposal should be denominated in US dollars. It should reflect an estimation of cost to a short-TA assignment – between 30 and 90 days and include the following components:

- Administrative fees, if applicable;
- Consultancy daily rates per team member/role; *i.e.* Senior Consultant, Junior Consultants (and administrative staff, if applicable);
- In the case of individual applicants, provide the consultancy daily rate.

The daily rate should **not include other direct costs** such as air fare, per diem, visa cost, etc. Daily rate for will be evaluated in terms of best value to the Global Fund whilst ensuring the requirements of the Global Fund are effectively met.

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

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 closing date. 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 attachment documents must be labeled as follows:

- TGF-19-003 - Your name – technical proposal
- TGF-19-003 - Your name – cost proposal

III. SPECIFIC INSTRUCTIONS

a. Period of Contract

The Global Fund intends to award multiple Indefinite Quantity Contracts (IQCs) to successful consultant(s) lasting for a three year period.

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

Proposals should be valid for a period of 3 calendar month from the closing date of their receipt.

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

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.

f. Currency and language to be used

All costs in the pricing spreadsheets must be in US Dollars only. The currency of the contract will be in USD. 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 also 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.

ATTACHMENT C: 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 submission being completed prior to any price proposal being considered; and cost evaluation is only undertaken for technical submissions that at 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 (70%)

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

Criteria	Weighting
Technical structure The extent to which the concept paper was able to show that the applicant was able to deliver high standard outcomes that contributed to the successful implementation of programs to reduce human rights-related barriers to services.	30%
Technical approach The extent to which the concept paper demonstrates sound knowledge and capacity to deliver TA in multiple areas that are relevant to the implementation of the Human Rights Strategic Initiative, in particular the programs and interventions that the Global Fund is supporting to remove human rights related barriers to health services.	40%
Expertise and qualifications The extent to which the applicants have demonstrated to have the necessary education, training, technical knowledge, and experience	30%

B. COST EVALUATION CRITERIA (30%)

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) shall be fixed for the period of the contract (01 April 2019 - 31 March 2022).

The Cost proposal and technical proposal must be submitted separately and the Technical proposal must not mention any cost information.

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