Request for Proposal (RFP)

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| Solicitation Title: | EpiC Kyrgyzstan Community Led Monitoring Technical Assistance |
| Submit Proposal and Questions to: | [procurement\_epic.kg@fhi360.org](mailto:procurement_epic.kg@fhi360.org) |
| Date of Issue of RFP: | May 24, 2021 |
| Date Proposal Due: | 18:00 Bishkek time on May 28, 2021 |
| Period of performance: | June 1 – August 30, 2021 (up to 20 working days) |

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| **Method of Submittal:** |
| Respond via e-mail by May 28, 2021 with attached documents in MS Word / pdf format.  The vendor agrees to hold the prices in its offer for the duration of the assignment. |

**Background**

FHI 360 is a non-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries, all 50 U.S. states and all U.S. territories.

We are currently implementing the Meeting Targets and Maintaining Epidemic Control (EpiC), which is a global project funded by the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID). EpiC is dedicated to achieving and maintaining HIV epidemic control over a five-year period of performance from April 15, 2019 to April 14, 2024. The goal of EpiC is to achieve and maintain epidemic control through strategic technical assistance to improve HIV prevention, case finding, care, and treatment programming in countries supported by PEPFAR.

In fiscal year 20 (FY20), USAID/Central Asia funded FHI 360 in support of the global EpiC project to launch a new project in three target countries (Kyrgyz Republic, Tajikistan and Kazakhstan). The objective of the EpiC program in Central Asia is to reduce HIV incidence and mitigate the impact of HIV among the most at-risk key populations (KP).

As part of the EpiC objectives in the Kyrgyz Republic the project will provide technical assistance (TA) to select local organization/ KP network as identified by USAID involved in the design and implementation of community-let monitoring (CLM) aimed at gathering quantitative and qualitative data about HIV services and getting routine and systematic inputs from recipients of the HIV services to translate into actions and changes. For this work FHI 360 will hire a local consultant who will support a local implementing partner identified by the USAID to determine the scope and scale of CLM.

**Goal**

Determine the scope and scale of the CLM, develop the CLM model and tools for Kyrgyzstan using the Global EpiC materials and train the local implementing partner identified by the USAID on the CLM model.

**Activity description:**

The consultant’s specific responsibilities include, but will not be limited to, the following:

1. Conduct review and mapping of the available CLM tools and models including the EpiC global materials and what is used by other national partners (UNAIDS, UNDP/GF, Soros Foundation, AFEW, people living with HIV and KP networks) and prepare a concept note for the CLM model to be piloted in Bishkek city, Kyrgyzstan.
2. Based on the CLM concept note approved by the USAID develop CLM tools (e.g. data collection forms, scoring tools, dashboard etc.), list of quality indicators, list of services/service providers to be monitored in Bishkek city, Kyrgyzstan.
3. Facilitate meetings with Healthcare Providers and Community Stakeholders (one per each of these groups and then one joint meeting) to agree and finalize the CLM tools, list of quality indicators, list of services/service providers to be monitored in Bishkek city, Kyrgyzstan.
4. Produce training materials on the finalized CLM model for the CLM training.
5. Conduct the training on the CLM model for the local implementing partner identified by the USAID.
6. Prepare a final report.

The consultant will report to the EpiC regional project director and work closely with the EpiC Kyrgyzstan project director.

**Qualifications:**

* Bachelor’s degree or its international equivalent in public health, international development, management, or a related field.
* At least 5-years of experience in public health program management for multi-year international health and HIV sector development projects; experience working on key population (KP) programs strongly preferred.
* At least 2 years of experience in facilitating technical working groups in HIV sector and conducting trainings/workshops for community-based organizations/KP networks.
* Language requirements: excellent knowledge of Russian, professional knowledge of English.

**Project input**

During the contract the Consultant will be provided with:

* Access to the EpiC global CLM tools and materials.
* Stationery, access to a copy machine and printer for the preparation of training materials.
* Access to the EpiC Kyrgyzstan project office.

**Payment**

The consultant will be paid the agreed hourly rate based on the actual hours worked and satisfactory performance subject to the EpiC regional project director acceptance and approval of services and deliverables indicated above.

Payment for the provision of services is made by bank transfer to the Consultant’s personal account, payment is transferred within 10 days from the receipt of supporting documents on the work executed according to the table below:

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| **Work executed** | **Amount** |
| 1. Results of the mapping of the available CLM tools and models including the EpiC global materials and what is used by other national partners presented to the EpiC and USAID. 2. Concept note for the CLM model to be piloted in Bishkek city, Kyrgyzstan developed and approved by the USAID. | 30% of the contract amount |
| 1. Meetings with Healthcare Providers and Community Stakeholders (one per each of these groups and then one joint meeting) conducted and CLM tools, list of quality indicators, list of services/service providers to be monitored in Bishkek city, Kyrgyzstan are finalized. 2. CLM training materials are produced and training for the local implementing partner identified by the USAID is conducted. 3. Final report on results of the CLM training for local implementing partner identified by the USAID submitted and approved by the EpiC regional project director. | 70% of the contract amount |

**Location of Work:**

FHI 360 plans to issue a service agreement in support of the RFP. **Applicants must be currently located in Bishkek, Kyrgyzstan** as this work will take place primarily in Bishkek.

**Timetable and Address for Submission**

Proposals are due no later than 18:00 Bishkek time on May 28, 2021. Required documentation listed below must be e-mailed to [procurement\_epic.kg@fhi360.org](mailto:procurement_epic.kg@fhi360.org).

**Evaluation Criteria**

Proposals will be evaluated in accordance with the following criteria: Award will be based upon **individual’s** technical expertise, proven past related experiences and proposed rates.

**Required Documentation**

Proposals must include the following components:

1. Submit the following materials directly to [procurement\_epic.kg@fhi360.org](mailto:procurement_epic.kg@fhi360.org) and please indicate in the subject line: **EpiC Kyrgyzstan Community Led Monitoring Technical Assistance** 
   * Cover letter in English signed by individual.
   * CV (limited to 2 pages) that includes qualifications and experience of ***individual*** which is relevant to the proposed SOW.
   * Proposed daily rate in USD or KGS (NET).
   * FHI 360 [Biodata form](http://solicitations.fhi360.org/FHI360%20Biographical%20Data%20Form.pdf)

**FHI 360 Disclaimers**

* + FHI 360 may perform a background check on any selected Consultant candidates.
  + FHI 360 may cancel the solicitation and not award
  + FHI 360 may reject any or all responses received
  + Issuance of the solicitation does not constitute an award commitment by FHI 360
  + FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
  + FHI 360 will not compensate any offeror for responding to solicitation
  + FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
  + FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
  + FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
  + FHI 360’s supplier terms and conditions can be found [here](https://www.fhi360.org/sites/default/files/media/documents/purchasing-terms-conditions-2019.pdf) while our consultant terms and conditions can be found [here](https://www.fhi360.org/sites/default/files/media/documents/consultant-agreement-terms-conditions-march-2020.pdf)