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REQUEST FOR QUOTATION

for consultancy services to facilitate an organizational self assessment of internal management and HIV programming systems leading to an organizational development plan to address the identified gaps.

Branch of Family Health International (FHI 360) in Kyrgyzstan.

RFQ #:	EpiC RFQ -005/24
Solicitation Title:	Consultancy services to facilitate an organizational self-assessment of management and HIV programming systems, leading to a plan to address identified gaps.
Submit Proposal to:	procurement_epic.kg@fhi360.org
Date of Issue:	11 July, 2024
Date Proposal Due:	18 July, 2024 5 p.m.
Approximate Date/Month Consultant Contract Issued to Successful Candidate(s):	August 01, 2024

Method of submission
Respond via e-mail with attached document in MS Word / PDF format.
The Specialist agrees to hold the prices in its offer firm until FHI 360 finalizes the specialist agreement approval process.

Executive Summary

FHI 360 is 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 period of performance from 2019 to 2025. 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.

With funds from USAID, EpiC project in Kyrgyzstan supports five civil society organizations (CSOs) in implementing HIV prevention, care, support, and treatment services among key populations in 10 districts of Kyrgyzstan. The EpiC project plans to support two partner CSOs

in Kyrgyzstan to enhance their organizational capacity, ensuring that local actors lead, local systems are strengthened, and the response is tailored to local communities.

Scope of work

The primary role of this consultancy is to conduct a comprehensive assessment of the internal processes and practices of CSOs using the READY tool. This tool is designed to help organizations develop a capacity- strengthening improvement plan based on self-assessed needs. The READY tool uses USAID criteria for direct funding to evaluate current management capacity for implementing quality programs and identifies key areas needing improvement.

The READY tool's distinctive structure and process involve multi-level and multi-department participation, fostering team building and organizational learning. It includes management, compliance, and program components for a holistic view of organizational strengths and challenges. The guided self-assessment, facilitated by skilled consultants, ensures organizational ownership of the improvement plan.

The READY tool assesses technical capacity in nine domains, each with multiple sub-areas:

1. Legal Structure
2. Financial and Internal Controls
3. Procurement and Asset Management
4. Subaward Management
5. Human Resources
6. Program Performance Management
7. Records Management and Record Retention Requirements
8. Cyber Security
9. Strategic Information

A detailed description of the scope of work expected in the area can be consulted in **Annex 1.**

Deliverables/Milestones & Due Dates:

The duration of the work of the consultant/consulting company within SoW is one month, with an estimated total of 80 hours (10 days). The specific deliverables and milestones include:

#	Deliverables	Timeline	Product	Working hour and days EpiC/HIV
1.	Orientation to the READY tool.	Within 1 weeks of contract signing	Two agendas for each partner	20 hours, 2.5 days
2.	Document Review: examining relevant organizational documents, reports, policies,	Within 2 weeks of contract signing	Analytical summary: draft READY tool based on information	30 hours, 3.75 days

	and any other records pertinent to the task.		available for each partner.	
3.	Plenary workshop: conducting plenary workshop with staff members of each organization separately, as per the READY tool.	Within 4 weeks of contract signing	Completed two READY tool: READY questions completed entirely in plenary through the workshop	20 hours, 2.5 days
4.	Capacity Strengthening Plan (CSP): actionable plan based on the assessment findings, co-created with CSOs.	Within 5 weeks of contract signing	Completed two CSP	10 hours, 1.25 days
Total				80 hours = 10 days

Target audience

- Staff of two CBOs implementing the EpiC Project in Kyrgyzstan, approximately 8-10 people.

The role of EpiC

- Communication with the Consultant/Company and local partners.
- Participation in the plenary workshop.
- Technical assistance during the agreement's validity.
- Payment of fees to the Consultant/Company in accordance with the agreement.

Requirements for candidates

- Advanced degree in Organizational Development, Business Administration, or a related field.
- Minimum of 4 years of relevant experience in capacity building, organizational assessments, and working with CSOs.
- Demonstrated understanding and compliance with USAID/PEPFAR funding mechanisms and regulations.
- Proven expertise in using capacity assessment tools, excellent facilitation and communication skills, and ability to produce high-quality reports.
- Familiarity with HIV/AIDS programming, PEPFAR, and USAID funding mechanisms.
- Proficiency in Kyrgyz and Russian; knowledge of English is an asset.

Location of Work
Bishkek with travels to the districts upon demand/request.

Travel

30-35%, within cities and districts of Kyrgyzstan.

Procedure for payment of rendered services

Payment of rendered services is carried out upon the fact of their provision, in Kyrgyz soms (KGS), minus taxes, according to the agreement.

Evaluation Criteria

Proposals will be evaluated in accordance with the following criteria: candidate's education and relevant experience; fluency in Russian and Kyrgyz languages; proposed daily rate.

Required Documentation

Proposals must be submitted directly to procurement_epic.kg@fhi360.org no later than 5 p.m on 18 July, 2024 with the subject line: **Proposal of Consultancy services on localization** and include the following documents in Kyrgyz or Russian:

- Updated CV/profile of the company.
- Letter of interest or cover letter, including detailed budget breakdown, including consultant fees per day, travel expenses, and any other costs.
- Biodata.

FHI 360 Disclaimers

- FHI 360 may perform a background check on any selected Specialist candidates/company
- 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.

Annex 1. Scope of work

A. Scope of Work on Legal Structure

- ✓ Mission, Vision, and/or Goals Statements: evaluate the clarity and alignment with organizational activities.
- ✓ Legal Registration: verify current registration status and compliance with local laws.
- ✓ Terms of Reference (TOR) for Board of Directors and List of Current Members: assess the roles, responsibilities, and composition of the Board.

- ✓ By-Laws: review the governance structure and operational rules of the organization.
- ✓ Tax Authority Registration: confirm registration and compliance with tax obligations.
- ✓ Permits/Licenses (as relevant): check the validity and relevance of any required operational permits or licenses.
- ✓ Organization Charter: evaluate the foundational document outlining the organization's purpose and structure.
- ✓ Organogram: assess the organizational structure and reporting lines.
- ✓ Minutes from Recent General Assembly Meetings: review for compliance with governance requirements and decision-making processes.
- ✓ Code of Ethics Policy: examine the existence and implementation of ethical guidelines.
- ✓ Other Fundamental Legal or Governance Policies or Manuals: identify any additional key documents relevant to governance and legal compliance.

B. Scope of Work on Financial Management & Internal Control Systems

- ✓ Finance and Accounting Policies and Procedural Manuals: review the comprehensiveness and application of financial management procedures.
- ✓ Previous Financial Audit Reports: analyze past audits for findings and recommendations.
- ✓ Recent Tax Reports or Filings: verify the accuracy and compliance of tax filings.
- ✓ Chart of Accounts and General Ledger: assess the structure and use of financial records.
- ✓ Sample Payment Vouchers: examine documentation for financial transactions.
- ✓ Financial Staff Job Descriptions and CVs: review qualifications and roles of financial personnel.

C. Scope of Work on Procurement Systems

- ✓ Administrative Policies and Procedural Manuals: review general administrative policies that impact procurement.
- ✓ Procurement Policies: assess the existence and implementation of procurement guidelines.
- ✓ Sample Procurement Files and Payment Vouchers: examine specific procurement cases for compliance with policies.
- ✓ Fixed Asset Register: verify the recording and management of organizational assets.
- ✓ Insurance Policies: review coverage and relevance to organizational needs.
- ✓ Procurement Staff Job Descriptions and CVs: evaluate the qualifications and roles of procurement personnel.

D. Scope of Work on Subaward Management:

- ✓ Grant Policies and Procedural Manuals: review guidelines for managing grants and subawards.
- ✓ Pre-Award Assessment Tools: assess tools used to evaluate potential subrecipients.
- ✓ Subaward Templates with Attachments: examine standard templates for consistency and compliance.
- ✓ Sample Subaward Agreements for Existing Awards: review specific subaward agreements for adherence to policies.
- ✓ Grants Management Staff Job Descriptions and CVs: evaluate the qualifications and roles of grants management personnel.

E. Scope of Work on Human Resources Systems:

✓ HR and Personnel Policies and Procedural Manuals: review the comprehensiveness and implementation of HR policies.
✓ Staffing Plan and/or Organogram: assess the alignment of staffing with organizational needs.
✓ Timekeeping Policies and Sample Timesheets: examine the accuracy and reliability of timekeeping practices.
✓ Payroll: verify the process and documentation for staff payments.
✓ Sample Staff, Consultant, and/or Volunteer Contracts with Addendums: review contract templates for compliance and completeness.
✓ Staff Job Descriptions: evaluate the clarity and relevance of job descriptions.

F. Scope of Work on Program Performance Management:

✓ Management and Technical Staff Job Descriptions and CVs: review the qualifications and roles of key program staff.
✓ Approved Programmatic Awards/Agreements: assess the scope and objectives of current projects.
✓ Recent Performance Reports and Data: analyze recent reports for accuracy and performance insights.
✓ Notes from Project Data Review Meetings: review documentation of project performance discussions and decisions.

G. Scope of Work on Records Management:

✓ Records Management Policy: review the existence and implementation of records management practices.

H. Scope of Work on Cybersecurity:

✓ The cybersecurity assessment will include:
✓ IT Policies and Procedural Manuals: review the comprehensiveness and implementation of IT and cybersecurity policies.

I. Scope of Work on Strategic Information:

✓ Activity, Monitoring, Evaluation, and Learning Plan (AMELP): assess the comprehensiveness and alignment of the AMELP with project goals.
✓ Reporting Templates and Data Collection Tools with Operational Guidelines: review the tools and templates used for data collection and reporting.
✓ Data Quality Assessment (DQA) Plan and Sample of DQA Reports: examine the processes and results of data quality assessments.
✓ Project Budgets: review budget documents for alignment with project activities and objectives.
✓ M&E Staff Job Descriptions and CVs: evaluate the qualifications and roles of monitoring and evaluation personnel.