

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

**Title: RFP TGF-20-054 Civil Society and Community Short-Term Technical  
Assistance Providers**

Sourcing Application RFP n. 29602 (search for this number in the system)

**To support to the Community, Rights and Gender  
Strategic Initiative (2020-2022)**

<b>RFP Information Table</b>	
<b>RFP Issue Date:</b>	<b>24 July 2020</b>
<b>RFP Closing Date:</b>	<b>14 September 2020</b>
<b>RFP Closing Time:</b>	<b>11:00 AM CET (Geneva Time) (1)</b>
<b>Proposal and Question Submission Address:</b>	<b>Following URL for Sourcing Application: <a href="https://access.theglobalfund.org/">https://access.theglobalfund.org/</a></b>

*<sup>(1)</sup> 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 Statement of Work for the Project is attached hereto as **Attachment A**.
3. The Global Fund will evaluate all proposals received in response to this Request for Proposals (RFP) in accordance with the Evaluation Criteria in **Attachment B**.
4. The requirements and general information regarding the RFP submission are attached hereto as **Attachment C**.
5. 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 an 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.**

7. 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 in 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.
4. In case, you do not have a Supplier Id in TGF Sourcing Application, please send an email with sufficient notice to **[geraldine.mougamadou@theglobalfund.org](mailto:geraldine.mougamadou@theglobalfund.org)** with the following title in the subject:
  - “TGF-20-054” - Request for login user id creation in TGF Sourcing / iSupplier portal – “Put 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-20-054- Your name – technical proposal
  - TGF-20-054- 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**

**Title** Civil Society and Community Short-Term Technical Assistance Providers

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**Introduction** The Global Fund invites potential suppliers to submit proposals to support, as technical assistance providers, the roll-out of the Community Rights and Gender Strategic Initiative, in the 2020-2022 allocation period, in the following category:

1. Civil society and community organizations to provide peer-to-peer technical assistance on human rights, gender, community responses and community systems strengthening and other related areas to allow better engagement of civil society and community organizations across the grant cycle and priorities in Global Fund-related processes.

The purpose of this Request for Proposal (**RFP**) is to select civil society and community organizations, including consortia, as technical assistance providers offering short-term peer-to-peer technical assistance for the meaningful engagement of civil society and community in Global Fund-related processes throughout the grant cycle.

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**Background** In 2014, the Global Fund Board approved US \$15 million to support the engagement of civil society and communities to effectively engage in the New Funding Model (NFM), known as the Community, Rights and Gender (CRG) Special Initiative<sup>1</sup>. The CRG Special Initiative was rolled-out during 2014-2016 allocation period through three mutually reinforcing components: (1) short-term technical assistance to engage in concept note (now called funding request) development; (2) long-term capacity development of key population networks; and (3) regional civil society and community coordination and communication platforms.

In November 2016, following the success of the CRG Special Initiative, the Global Fund Board approved the allocation of \$15 million for the 2017-2019 allocation period for the now-termed “Strategic Initiative” (SI). The CRG SI scope was broadened with component one supporting community engagement throughout the full grant cycle, and component two modified to include a focus on populations where the need for further community engagement has been identified, such as for adolescent girls and young women (AGYW) in a sub-set of countries.

In November 2019, the Global Fund Board approved the allocation of \$16 million for the 2020-2022 allocation period for the CRG SI, which will continue to be implemented through the three inter-related components.

### **CRG Strategic Initiative Components:**

- 1. Short-term technical assistance delivered by and for community and civil society:** Provision of peer-to-peer technical
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assistance on human rights, gender, community responses and community systems strengthening and other related areas to allow better engagement of civil society and community organizations throughout the grant cycle and priorities in Global Fund-related processes.

**2. Long-term capacity strengthening of key and vulnerable population organizations and networks:** Long-term support for the meaningful engagement of key and vulnerable populations in Global Fund-related processes.

**3. Regional coordination and communication platforms for community and civil society:** Civil society and community coordination and communication across the three disease areas and community systems strengthening in Asia Pacific, Anglophone Africa, Eastern Europe and Central Asia, Francophone Africa, Latin America and the Caribbean, and Middle East and North Africa.

In early 2020, an external evaluation of the CRG SI was conducted. Based on the findings and recommendations, Component 1 of the CRG SI will have a stronger focus on the following priorities during the 2020-2022 cycle:

- a. TA demand generation, with better defined expected outcomes, including time frame for when outcomes might be realized, to allow for better understanding of medium- and longer-term value of TA investments;
- b. Support for TB- and malaria- related TA;
- c. Improved linkages with component 2 grantees and/or technical and bilateral partners; and
- d. Reinforce the principles of, and work towards, sustainable peer-to-peer quality TA provision.

This RFP invites qualified civil society and community suppliers, including consortia, to present technical proposals demonstrating their expertise and capacity as a **technical assistance provider** to offer short-term peer-to-peer technical assistance for civil society and community engagement in Global Fund-related processes.

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**Scope/  
Objective**

The main objective of the short-term technical assistance program is the effective and timely provision of peer-to-peer, short-term technical assistance to strengthen the civil society and community engagement in Global Fund-related processes.

The objectives of the civil society and community short-term technical assistance providers (Component 1 of the CRG SI) are to:

- **Objective 1:** Support communities to participate more effectively in country dialogue and to ensure that the realities and needs of those most affected by the three diseases centrally inform the national discourse to ensure better-designed programs and more effective partnerships for implementation, governance and oversight;
- **Objective 2:** Support communities to more effectively consult,

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identify and prioritize needs for the design and budget of evidence-based, interventions and activities for Global Fund funding requests;

- **Objective 3:** Support communities to more effectively engage in grant-making negotiations and implementation readiness to ensure that grants adequately reflect and responds to the realities and needs associated with human rights, gender, community responses and community systems strengthening;
- **Objective 4:** Support communities to more effectively monitor grant implementation and engage in coordination and oversight mechanisms and related routine or ad hoc activities; and
- **Objective 5:** Support greater community planning, coordination and participation in the development of national strategies, policies, frameworks including sustainability and transition planning.

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## Tasks

Successful TA providers, including consortia, may be invited to provide timely technical assistance in response to specific requests from civil society and community. Technical assistance will be provided in five main areas:

- *Situational analysis and needs assessments*

To ensure that civil society and community groups have access to the evidence they need to ensure that national strategies and plans as well as Global Fund funding requests adequately reflect and respond to the realities and needs associated with human rights, gender, community responses and community systems strengthening;

- *Engagement in country dialogue*

To ensure that civil society and community groups have the opportunity to effectively and meaningfully engage in country dialogue processes, to conduct prioritization exercises and to advocate for the inclusion of human rights, gender, community responses and community systems strengthening in national strategies and plans as well as Global Fund funding requests;

- *Program design*

To support civil society and community groups to design, plan and budget for packages, programs or interventions for inclusion in national strategies and plans as well as Global Fund funding requests, with a focus on human rights, gender and key and vulnerable populations programming, and community responses and community systems strengthening;

- *Oversight and monitoring*

To support community and civil society groups to engage in oversight and monitoring of the implementation of national strategies and plans (including NSPs and transition plans), Global Fund grants, and re-programming exercises, with a focus on community, rights, gender

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and key and vulnerable populations programming, community responses and community systems strengthening;

- *Sustainability and transition strategies*

To support community and civil society groups to engage in the development, implementation and monitoring of national strategies, policies, frameworks and plans more generally, including health and disease-specific plans, sustainability and transition plans, law and policy reviews, and other relevant processes.

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**TA provider requirements**

To ensure that the peer-to-peer nature of TA is realized, suppliers should explain how they will proactively strengthen the capacity community-based organizations, networks and consultants to provide technical assistance.

To promote sustainability and country ownership, it is expected that, wherever possible, technical assistance is provided by a nationally or regionally based community or civil society organization or network. Where this is not possible, TA providers will be expected to engage a local community expert and define the expected skills transfer. Applicants should describe how they intend to contribute to developing the capacity, where needed, whilst also ensuring the highest level of quality assurance.

In addition to the general requirements to all suppliers, TA provider applicants must have proven expertise in one or more of the following technical areas:

- Addressing gender, age and human rights related barriers in relation to access to and retention in HIV, TB and malaria services;
  - Engagement of women, particularly adolescent girls and young women (AGYW) in sexual and reproductive health (SRH) policies and programs, particularly within the context of HIV prevention, treatment and care;
  - Community systems strengthening as part of broader interventions to strengthen resilient and sustainable system for health and community responses to HIV, TB and malaria;
  - Engagement of young people, including adolescents, from HIV, TB and malaria key affected populations;
  - Engagement of key and vulnerable populations in HIV prevention, treatment, care and support and related advocacy;
  - Engagement of malaria activists and civil society actors in malaria control and access to care and support and related advocacy;
  - Engagement of TB activists and civil society actors in TB prevention, treatment, care and support and related advocacy;
  - Community-led monitoring and feedback mechanisms for social accountability and to improve the responsiveness, effectiveness and impact of programs and services;
  - Sustainability, transition and related processes, i.e. health financing, budget accountability and advocacy, social dialogue and social contracting;
  - Ensuring linkage to care and engagement of vulnerable and marginalized populations, and specifically mobile populations such as internally displaced people (IDP), refugees and migrants in conflict and emergency settings (or complex operational environments);
  - Knowledge of the Global Fund mandate, strategy and model of work.
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Suppliers should indicate which specific areas of expertise they have in the following regions, where they have nationally or regionally based community or civil society partner organization or networks.

- Asia-Pacific
- Anglophone Africa
- Francophone Africa
- Middle East and North Africa
- Eastern Europe and Central Asia
- Latin America and the Caribbean

Suppliers should indicate their ability to deploy consultants that speak English, French, Russian, Spanish, Portuguese or any local languages as necessary.

Consortia with proven expertise across multiple technical areas, with demonstrable track record of strengthening capacity of communities and civil society to deliver TA, in specific regions, are specifically welcome.

Being a short-term technical assistance provider for the CRG SI (Component 1), precludes the organization from also being a service provider under Component 3 (host of a Regional Communication and Coordination Platform). This is due to the inherent conflict of interest in both creating demand for and providing one's own services. Organizations may apply for Component 1 or Component 3, but not both.

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**Place of Performance**

All countries receiving or eligible for Global Fund funding as well as countries included in regional grants. Please refer to the [Global Fund eligibility list 2020](#) for details

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**Period of Performance**

1 January 2021 – 31 December 2023

Please, note that selected suppliers will be part of a **list of pre-qualified TA providers** for the period of 1 January 2021 to 31 December 2023. As TA assignments are primarily deployed on a demand basis (with requests being processed by the CRG department), the contract established with the pre-qualified TA provider **does not obligate the Global Fund to award consultancies** or related assignments to the providers.

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**ATTACHMENT B:  
EVALUATION CRITERIA**

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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 (80%) and cost (20%) 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 (80%)**

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

<b>Criteria</b>	<b>Weighting</b>
a. Track record and relevant expertise and experience	30 points
b. Robust quality assurance practices	25 points
c. Demonstrable evidence to strengthen the capacity of community organizations and networks to provide TA	20 points
d. Team structure, expertise and qualifications	25 points
Total weighting	100 points

**B. COST EVALUATION CRITERIA (20%)**

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 (2021-2023).

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

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**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 using the templates below.

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 sent separately, as two separate documents.**

**A. Technical Proposal**

Based on the experience, bidders can apply for one or more technical areas in one or more regions. Bidders must be able to write and speak fluently the official language(s) of the regions they are applying for.

**1. Concept paper (max 2 pages), containing the following information:**

- Organization or lead consortia organization profile;
- Designated Technical Advisor and team structure;
- Demonstrable understanding of Global Fund-related processes;
- Proven track record of working in a participatory manner with communities;
- ALL areas of expertise under the CRG SI relevant areas for which the supplier can deploy TA (Please refer to the TA provider requirements section) and the geographic and associated languages in which TA can be provided for each area listed in the proposal;
- Countries or regions where the supplier is most able to deploy TA;
- Areas of highest technical expertise, experience and interest;
- Concrete examples of TA deliverables including how TA approach sets TA provider apart from other TA providers in specific technical area(s) and/or geographical region(s);

**2. Evidence of technical expertise to deliver quality technical assistance (max 2 pages), containing:**

- Description of 2 projects (1 page) executed within the last two years, which demonstrate technical ability to conduct assignments that are similar to the description of this RFP. The description should include the following:
  - o Place and period of performance; and
  - o Description of the work, outputs and outcomes.
- Description of quality assurance practices (1 page) in place to guarantee consistent, timely, quality work that meets client/ToR expectations, including strategies that are used to mitigate sub-standard performance by a consultant.

**3. Evidence of technical expertise to strengthen the capacity of community-led and -based organizations and networks to provide TA (max 1 page)**

- Description of TA assignment(s) during which successful and sustainable transfer of knowledge to community-based organizations, networks or consultants took place. The description should include the following:
  - o Place and period of performance;
  - o Description of the work, outputs and outcomes; and
  - o Methodology and specific knowledge and/or skills that were transferred to increase the capacity of national or regional actors to provide quality TA.

**4. Evidence of technical expertise** including the following:

- The CV (**max 2 pages** for each CV attached), of core designated focal point and Technical Advisor(s) to respond to the Global Fund technical requests and to oversee quality assurance.
- A summary table to state the technical area(s) and region(s) for which the bidder is applying – see Excel Table 1 (**attachment “Table 1 Thematic Area of Expertise per region”**).
- A summary description of the organization’s portfolio of nationally or regionally based community or civil society organizations or networks, and consultants presented in the following format:

	Name	Main area(s) of thematic Expertise and region (max 4)	Experience and Expertise level (e.g. Junior, Mid-career, Senior)	Knowledge of region (e.g. >5 years, >10 years)	Language Skills
1.					
2.					

[Please add as many rows as you need]

**5. 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**

All proposed daily rates shall be inclusive of fees and shall be fixed for the period of the contract (2021-2023).

Please completed the Excel, attachment **“Table 2: Costing of Consultants / staff”**.

Consultant	Criteria	Daily Rate (USD)
Administrative staff	Over 5 years project management and administrative function	e.g. \$300 - \$400
Junior Consultant	Up to 5 years of relevant experience	

Bidder’s proposal for daily rate will be evaluated in terms of best value to the Global Fund whilst ensuring the requirements of the Global Fund are effectively met.

## **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 date and time indicated on page 1 of this RFP**. 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 the attachment documents must be labeled as follows:

- TGF-20-054 - Your name – technical proposal
- TGF-20-054 - Your name – cost proposal

## **III. SPECIFIC INSTRUCTIONS**

### **a. Conditions**

The purpose of this Request for Proposal (**RFP**) is to select civil society and community organizations, including consortia, as technical assistance providers with appropriate technical expertise, who can offer the best value to the Global Fund by way of both technical and cost factors. Independent consultant applications will not be considered

### **b. Period of Consultancy**

The Global Fund intends to award multiple Indefinite Quantity Contracts (IQCs) successful consultants lasting for a three-year period.  
The contracts are expected to start in January 2021.

### **c. 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.

### **d. Period of validity**

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

### **e. 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.

### **f. 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.

**g. 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 be also 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 D**  
**THE GLOBAL FUND TERMS AND CONDITIONS OF PURCHASE OF SERVICES**  
**27 March 2018**

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