

# Request for Proposals

## for

### The Secretariat of the World Bank / UNAIDS Economics Reference Group

*EMP/AFE/EDA/2310*

Dear Sir/Madam,

1. You are invited to submit a proposal to provide services of the Secretariat of the World Bank / UNAIDS Economics Reference Group. Your proposal could form the basis for a contract between your firm/institution and the Joint United Nations Programme on HIV/AIDS (UNAIDS).
2. To enable you to submit a proposal, please find enclosed:
  - a) Instructions to candidates
  - b) Terms of Reference (TOR), containing a description of UNAIDS requirements for which these services are being sought; and
  - c) Annexes: Proposal Submission Forms, to be completed and returned with your proposal: one from every consortium member, in the case of a consortium.

This letter is not to be construed in any way as an offer to contract with your firm/institution.

## Instructions to candidates

### ***Manner of Submission***

1. Your proposal shall be prepared in the English language.
2. Your proposal shall comprise the following documents:
  - a) Proposal Submission Form (annexe 1), including candidate's declaration (annexe 2) and expert's declarations (annexe 3);
  - b) Technical Component; and
  - c) Price Component.

3. Your proposal shall be prepared in duplicate with one marked "Original" and the other marked "Copy". In the event of any discrepancy between them, the original shall govern. The proposal shall be sealed in one outer and two inner envelopes, as detailed below.
4. The outer envelope shall be addressed as follows:

ATTN: CHIEF BAF  
REF: EMP/AFE/EDA/2310  
DRM/BAF  
UNAIDS  
20 Avenue Appia, 1211 Geneva 27  
Switzerland
5. The following message must be written on the envelope: ***"Warning. Not to be opened before the tender opening session"***
6. Both inside envelopes shall indicate your firm's name and address. The first inner envelope shall be marked "Technical Proposal" and contain the Proposal Submission Form and Technical Component of your proposal. The second inner envelope shall be marked "Price Proposal" and include your financial cover letter (paragraph 15, below) and Price Component.
7. Proposals must be received by UNAIDS at the above address on or before 23 October 2009, 17:00 (Geneva time). Any proposal received after this date will be rejected. UNAIDS may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective proposers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNAIDS at its own initiative or in response to a clarification requested by a prospective proposer.
8. You are requested to hold your proposal valid for 90 days from the deadline for submission. UNAIDS will make its best effort to select a firm/institution within this period.
9. Assuming that a contract can be satisfactorily concluded by 18 December 2009, the assignment is expected to commence on 01 January, 2010.
10. There is no objection to your firm/institution associating with another firm/institution, particularly from a developing country, to enable a full range of expertise to be proposed. However, any invited firm/institution may not participate in more than one consolidated proposal. Similarly, a local firm/institution may associate with only one invited firm/institution that is making a proposal.

Any firm/institution with which you might be associated may not be eligible to participate in proposing/bidding for any services which may result from or be associated with the project of which this assignment forms a part.
11. Please note that the cost of preparing a proposal and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

12. Any requests for clarification should be referred to Mrs Agullo-Reinhold, at the following e-mail: [agulloreinholds@unaids.org](mailto:agulloreinholds@unaids.org). Any written reply to a particular question will be copied in a Q&A to all other invited firms/institutions identified and put on UNAIDS website at the following address: <http://www.unaids.org/en/AboutUNAIDS/Jobs/RFP.asp>
13. We encourage you informing us by 18 September 2009 by Fax (+41 22 791 4187) or by e-mail to [agulloreinholds@unaids.org](mailto:agulloreinholds@unaids.org) as to your interest in submitting a proposal. This initial contact will enable us to keep you informed of any modification in the process and will ensure you receive the Q&A mentioned above.

## Content of Proposal

### **Technical Component**

14. The technical component of your proposal should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

#### **a) Description of the Firm and the Firm's Qualifications**

A brief description of your firm/institution and consortium members if applicable. The presentation should highlight the relevant experience of the bidder and consortia members in the fields related to this work.

You should also provide information that will facilitate our evaluation of your firm/institution's substantive reliability and financial and managerial capacity to provide the services. Please note that we request you to confirm that your firm / head of the consortium, fulfil the eligibility criteria (annexe 2).

#### **b) Understanding of the Requirements for Services, including Assumptions**

Include any assumptions as well as comments on the services as indicated in the TOR, or as you may otherwise believe to be necessary.

#### **c) Proposed Approach, Methodology, Timing and Outputs**

A technical description fulfilling the technical requirement presented in the tender dossier. The description should demonstrate, *inter alia*, the technical understanding of the terms of reference; it should also propose an approach to the work, and a coherent work plan.

The technical component should include any comments or suggestions on the TOR, as well as your detailed description of the manner in which your firm/institution would respond to the TOR. You should include the number of person-months in each specialization that you consider necessary to carry out all work required.

**d) Proposed Team Structure**

The composition of the team which you would propose to provide in the country of assignment and/or at the home office, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the reporting lines, together with a description of the organization of the team structure, should support your proposal.

**e) Proposed Project Team Members**

The curriculum vitae of the senior professional members of the team including their specific responsibilities on this project, relevant experience and qualifications and their working language(s).

**Price Component**

15. Your separate price component must contain an overall quotation in a single currency, either in US Dollars or in the currency of your home country. If you opt for the latter, and for evaluation purposes only, your proposal will be converted into US dollars using the United Nations rate of exchange in effect on the date submissions are due.
16. The price component shall have a cover letter wherein your firm/institution's authorised representative affirms the following:
  - a) a summary of the price; and
  - b) the period of its validity.

In preparing your proposal, please note carefully the various provisions regarding UNAIDS policies on limitations on advance payments, etc described in this RFP document.

17. In addition, the price component must cover all the services to be provided and must itemise the following:
  - a) An all-inclusive rate per person-day (including honorarium and living expenses as well as any tax-related obligation for the candidate firms/consortium or any additional institutional fees) for each team member to be assigned to the mission in the field and a rate for his/her work at the home office, if any.
  - b) An all-inclusive amount for travel and related expenses (indicating number of round trips per team member).
  - c) Other costs, if any (indicating broad nature and breakdown).
  - d) Summary of total cost for the services proposed. [N.B.: The remuneration received by your firm/institution and persons performing services for your firm/institution (other than nationals of the host country) normally will not be subject to tax liability in the host country].

18. You should also indicate any comments or reservations to the draft form contract.

## Payment Provisions

19. UNAIDS' general policy is to pay for the performance of contractual services rendered or to effect payment upon the achievement of specific milestones described in the contract. This provision will normally apply to the fee (or staff cost) element of the proposed budget. UNAIDS will however make provision for advance payments against the non-staff costs, such as flights, hotels, venue costs and catering.
20. Please note that UNAIDS' policy is to grant advance payments only in unusual situations where the potential contractor/tenderer, whether a private firm, NGO or a government or other entity, specifies in the proposal that there are special circumstances warranting an advance payment. UNAIDS, at its discretion, may however determine that such payment is not warranted, or determine the conditions under which such payment would be made. In any case where an advance payment for \$50,000 or more is requested and subsequently approved, UNAIDS will normally require a bank guarantee or other suitable security arrangement.
21. Any request for an advance payment against staff costs (or fees) is to be justified and documented and must be submitted with the financial proposal.

## Evaluation of Proposals

22. An authorised representative of your firm or head of consortium is requested to affirm that it fulfils the eligibility criteria below and sign the Candidate's Declaration in Annexe 3. Supporting documents of the eligibility criteria will be requested at a later stage so the candidate must make sure the said documents can be made available promptly.

### ***Eligibility criteria:***

- a) Economic and financial capacity of the firm/institution or head of consortium:
- i. the average annual turnover of the firm/institution must exceed the budget of its offer; and
  - ii. the financial situation of the firm/institution should not be in deficit, taken into account debts, at the beginning and end of year
- b) Professional capacity of candidate
- i. the firm/institution is duly established / registered in its country of origin (example at the chamber of commerce)

- ii. at least 3 staff currently work for the firm/institution in fields related to this contract; and
  - iii. at least 20% of all staff working for the firm/institution this year in fields related to this contract are permanent.
- c) Technical capacity of candidate
- i. the firm/institution has worked successfully on at least three projects in the past three years with a budget comparable or higher than its offer for the current tender
23. Only candidates complying with eligibility criteria will be evaluated. A two-stage evaluation procedure will be utilised for evaluating the proposals, with evaluation of the technical component being completed prior to any price component being opened and compared. The Price Component will be opened only for those firms/institutions whose Technical Component meets the requirements for the assignment. The total number of points which a firm/institution may obtain for both components is 120.
24. The technical component, which has a total possible value of 100 points, will be evaluated using the following criteria:

### **Technical criteria**

- a) the firm/institution's general reliability as well as experience and capacity in the specific field of the assignment (10 points);
- b) the approach in responding to the TOR and the detailed workplan (40 points); and
- c) the qualifications and competence of the personnel proposed for the assignment (50 points).

Please refer to the evaluation grid in annex 4 for a more detailed description.

### **Financial criteria**

- 24 The Price Component of any proposal will only be evaluated if the Technical Component of that proposal achieves a minimum of 70 points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.
- 25 The maximum number of points for the Price Component is 20. This maximum number of points will be allocated to the lowest price proposal. All other price proposals will receive points in inverse proportion according to the following formula:

$$\text{Points for the Price Component} = 20 \times \frac{[\text{Lowest Price}]}{[\text{Price of proposal being evaluated}]}$$

25. Please note that the UNAIDS is not bound to select any of the firms/institutions submitting proposals. Furthermore, since a contract will be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to UN general principles, including economy and efficiency, UNAIDS does not bind itself in any way to select the firm/institution offering the lowest price.

Yours sincerely,

Robert Greener

Economics and Development Analysis Unit, UNAIDS

# Terms of Reference

## *Secretariat of the World Bank / UNAIDS Economics Reference Group*

### Background information on UNAIDS

The Joint United Nations Programme on HIV/AIDS (UNAIDS) supports and coordinates the efforts of ten cosponsoring United Nations system organizations and works with a wide range of other partners in the global response to AIDS. For further information on UNAIDS please refer to the UNAIDS website at [www.unaids.org](http://www.unaids.org)

### Requirements under this Request for Proposal

The World Bank / UNAIDS Economics Reference Group has been in operation since 2007, and has dealt with a wide variety of issues related to the economics of AIDS, including labour markets, educational impact, vertical-horizontal programmes, cost effectiveness and the impact of the current global economic crisis. More information on the activities of the Reference Group is available at <http://www.heard.org.za/research/economics-reference-group/activities>.

The remainder of these Terms of Reference describe the purpose and structure of the World Bank / UNAIDS Economics Reference Group as well as the responsibilities and activities of the Secretariat to which this Request for Proposals applies.

### Background

More than 30 million people in the world are living with HIV<sup>1</sup> – the virus that causes AIDS<sup>2</sup>. In some countries in sub-Saharan Africa, the prevalence of HIV has reached levels where the impacts on individuals and communities have implications at national level, and have given rise to concerns about the sustainability of continued scale up of programmes towards universal access to HIV prevention, AIDS treatment and care and impact mitigation. HIV has become an economic issue, and sound economic analysis has a great deal to offer to global efforts to overcome the epidemic.

Economic analysis examines the ways in which people alter their preferences and behaviour in response to resource constraints, and how this behaviour evolves over time. These analyses contribute to a medium to long-run understanding of behaviour and policy response. Economic analysis applied to AIDS can therefore provide a perspective on the underlying dynamics that affect the course of the epidemic, its impact and the response to it.

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<sup>1</sup> Human Immunodeficiency Virus

<sup>2</sup> Acquired Immune Deficiency Syndrome

There would seem to be at least five areas where economic analysis can contribute to improving the design and implementation of prevention, care and mitigation for AIDS.

The first is to come to a clearer understanding of the social, behavioural and economic conditions that underlie the vulnerability of people and communities to HIV infection. This information places heavy demands on data collection and analysis, but is vital to aid understanding of how and where to intervene, and the interaction with changes in other development areas.

The second is to understand the impacts of the epidemic to date on individuals, households, institutions and countries, and to estimate the future impacts of an unchecked epidemic. This information is important for advocacy and fundraising, for the design of mitigation efforts, and form part of the basis for analysis of costs and benefits.

The third, given sharper focus by the current global economic crisis, is to address the sustainability of the way in which AIDS programmes are financed and managed within the fiscal and budgeting systems of countries, how they can be made more equitable to maximise access and coverage and how they can best be supported by the international community. This may also require an understanding of wider economic problems that might be caused by a large-scale response, including possible inflationary or “Dutch disease” effects or distortion in domestic labour markets.

The fourth is to understand better the costs and effectiveness of alternative interventions in order to improve the design and allocation of prevention and mitigation efforts. This must include a clearer understanding of how the different actions interact with each other when applied in combination, and the system-wide context within which HIV programmes function.

A fifth area would be to improve the understanding of how AIDS programmes can support efforts to meet the other Millennium Development Goals (MDGs), and how improvements in other development areas might also support AIDS programmes. This would also include consideration of the mutual interactions between AIDS programmes and health system strengthening.

In these areas of economic analysis, the UNAIDS Secretariat and the World Bank each have a clear institutional mandate to provide leadership, guidance and intellectual resources to inform policy and operations in the international response to AIDS. This concept note describes the scope and mechanism for a program of joint support for economic analysis, research and policy development between the World Bank and the UNAIDS Secretariat, through the Economic Reference Group.

## Objectives

The primary objective of the UNAIDS/World Bank Economics Reference Group (ERG) is to serve as an advisory body to the UNAIDS Secretariat and the World Bank with regard to economic issues related to the global HIV epidemic and that are relevant to the work of the UNAIDS Joint Programme and the AIDS response. The purpose of the ERG is to provide an expert economic perspective on specific policy and operational questions raised by the World Bank, the UNAIDS Secretariat and the other UNAIDS cosponsoring organisations, and to translate this perspective into specific guidelines for action.

The ERG will provide a forum for reviewing and initiating analyses on these issues that will inform the UNAIDS Secretariat, the World Bank, the wider UN system and national policymakers. The focus for the ERG will be on the identification of knowledge gaps and collectively endorsed recommendations for policy research, methodologies and operational responses. ERG members may also be directly engaged in research related to these areas and be available to provide rapid advice and recommendations to the UNAIDS Secretariat and the World Bank through routine discussions and on an *ad hoc* basis.

## Possible Topic Areas

The topics for review, analysis and discussion by the ERG will be identified by a process of consultation within UNAIDS cosponsor agencies, the ERG membership and the wider stakeholder community. Examples are likely to include topics in the following broad areas as previously outlined:

### Social Protection

For example, implications for HIV vulnerability and AIDS impact of:

- Social security, unemployment insurance and social health insurance systems
- Cash transfers, food aid, conditional and non-conditional income grants

### Vulnerability, equity and impact at community and household level

- Understanding economic impact at household and individual level
- Equity issues inherent in risk pooling and social insurance systems
- The socio-economic “drivers” of the epidemic

### Increasing the Impact and Effectiveness of Resource Use

- Estimating the costs and effectiveness of interventions in different contexts
- Moving beyond controlled trials - system-based approaches to estimating the impact of synergies between AIDS interventions and other development strategies

## **Integrating the HIV response with other development efforts**

- Integrating HIV with other health concerns such as TB, Malaria, non-communicable and chronic diseases.
- Impact of HIV and HIV programmes on health systems and human resources
- Links between HIV and other Millennium Development Goals

## **Addressing the barriers to sustainable financing**

- Quantifying the financing gap at country level – methods for estimating resource need and resource availability
- Long-term financing issues at country level - sustainable budgeting and fiscal balance
- Long-run macroeconomic concerns arising from large funding flows

## **Governing Structure of the ERG**

The ERG will be co-managed and funded by both the World Bank and the UNAIDS Secretariat. There will be three key groups to help govern and implement the ERG agenda. These groups will help move the group forward in its thinking about how economics can contribute to the international response to AIDS.

The three groups will be:

1. **The ERG** itself, made up of internationally respected economists and topic specialists invited to participate on an ad-hoc basis; (see below for details)
2. **The ERG Secretariat** that will ensure the smooth running of the ERG, including the compilation and dissemination of data and reports, the maintenance of an effective network of experts that extends beyond the ERG membership, the coordination of responses to requests for information or input, the organisation of meetings and the administration and quality control of research work commissioned by the ERG. The ERG Secretariat will be recruited through a competitive tendering process.
3. The **ERG Steering Committee**, made up of two individuals from the World Bank, two from the UNAIDS Secretariat and one from the ERG Secretariat. The primary role of the ERG Steering Committee will be to provide guidance to the ERG and the ERG Secretariat.

## ERG Membership and Functions

The ERG will be composed of between ten and twelve core members, all internationally recognised economists, who will collectively provide expertise in the following subject areas:

- Health Economics,
- Labour Economics,
- Development Economics,
- Public finance and macro economics;
- The practical design and operation of AIDS programmes in developing countries.

The ERG members will be selected by the ERG Steering Committee, following recommendations from the World Bank and the UNAIDS Secretariat and after a careful review of credentials. Each member will be noted for his or her work in each of the areas noted above and will have extensive publications in peer-reviewed international journals.

Members will be asked to serve for a term of either one or two years with renewal of an additional two years possible. Member responsibilities will include:

1. Recommending, analysing and reviewing studies to be commissioned by the ERG;
2. Providing analysis and recommendations to the World Bank and UNAIDS Secretariat on practical policy and operational options, through three principal mechanisms:
  - The bi-annual ERG meetings on topics identified by the ERG Steering Committee as a result of consultation with Cosponsor Organisations
  - through regular discussions (face to face or virtual meetings) with the UNAIDS Executive Office and
  - on an ad-hoc basis in order to respond to emerging issues.
3. Identifying and championing topics where economics can make a difference in the response to AIDS;
4. Members will be eligible to develop papers commissioned by the ERG Steering Committee, as appropriate to their interests and expertise;
5. Providing critiques of existing knowledge on economic topics;

The output of the ERG will include the proceedings of the ERG meetings, but the ERG members will also be expected to assist with the production of documents, which include:

- research papers, including those commissioned for ERG meetings
- analytic reports, drawn from research papers and discussions in ERG meetings
- position papers, outlining the possible responses for the UN Joint Programme to emerging evidence
- policy documents containing advice for the formulation of national or global level policies on AIDS
- guidelines for the design and operation of programmes

Members will serve as individuals, not representing their institution.

In addition to the core membership of the ERG, additional experts will be invited to participate in meetings on the basis of their particular expertise in the topic under discussion. The selection of additional participants will be decided by the ERG Steering Committee,

## **The ERG Steering Committee**

This committee will be made up of two members from the World Bank, two from the UNAIDS Secretariat and one from the ERG Secretariat. Their role will be to guide the governing and functioning of the ERG, including the following:

1. Selecting the ERG members,
2. Selecting and overseeing the operations of the ERG Secretariat,
3. Approving the questions and topics that will be addressed by the ERG
4. Approving Calls for Research Proposals and subsequent administration of commissioned research by the ERG Secretariat and
5. Approving the ERG budget.

This Steering Committee will meet quarterly (in person, or by telephone or video conference) or as needed to generate topics and policy questions in preparation for discussions and meetings of the ERG.

## **The ERG Secretariat**

The ERG Secretariat is an externally contracted body to provide staff support and intellectual leadership to both the Steering Committee and the ERG. The head of the ERG Secretariat will be an ex-officio member of both the ERG and the Steering Committee, and will participate in decisions concerning the content of the ERG agendas. In addition, the Secretariat will provide the time of a research assistant, whose functions will include:

1. Reviewing data, compiling relevant literature and background notes and materials in preparation for meetings of the ERG
2. Making the necessary arrangements for face to face meetings of the ERG, including venue selection, organisation of the meeting logistics, agenda, travel of participants and sending invitations
3. Coordinating responses from ERG members or from a wider professional network to queries or requests for input on policy or strategic issues by the World Bank or UNAIDS Secretariat
4. Preparing Calls for Research Proposals, co-ordinating the review of submitted proposals by the ERG, administering the awarded research grants and managing the quality control and timely dissemination of research and policy-related products
5. Conducting occasional virtual meetings through a website or conference call facility
6. Producing summaries and draft documents for the ERG and the Steering Committee including minutes, meeting reports, attendance lists and policy briefs
7. Conducting analyses as required by UNAIDS or the ERG
8. Disseminating the ERG materials and products, including through the maintenance of a website.

## **Budgeting Guidelines for ERG Secretariat**

The budget for the work of the ERG Secretariat will be determined through a process of competitive tendering as specified by this Request for Proposals. As a guideline, it would be expected that the provision of services as specified in these Terms of Reference would normally require between 8-12 person months of staff time, depending upon the level of the staff concerned and the approach to performing the services.

The budget should itemise the costs for each of the ERG Secretariat functions specified above. With regard to the logistical and operating costs, it is envisaged that the ERG will meet twice per year, usually alternating between Geneva and Washington D.C. For each meeting, the ERG Secretariat will be responsible for:

- reviewing data, compiling relevant literature and background notes and materials as requested by the ERG Steering Committee
- producing the agenda, in consultation with the ERG Steering Committee
- travel costs for their own staff
- catering – lunches for 2-day meeting, plus one formal evening dinner for all participants (average 16)
- photocopying and other incidental costs

- administrative arrangements for travel and hotel bookings for all non-UN participants (average 12 per meeting), although the costs of flights and per-diem for these participants will be paid separately by the UNAIDS Secretariat
- allow \$10,000 per meeting to pay for the production of policy papers to be presented at the meeting (total \$40,000 for the 2 years).

## **Activities and Areas of Responsibility for the World Bank and UNAIDS Secretariat**

The World Bank and UNAIDS Secretariat will work closely together through the ERG Steering Committee to manage the process of consultation within the two organisations and more widely with the UNAIDS Cosponsoring Organisations, to guide the selection of conceptual and research areas and to disseminate the output of the ERG in a form that is relevant to the work of the Joint Programme. The ERG Steering Committee will be responsible for developing terms of reference for research and selection of researchers.

Although the two organisations will take joint responsibility in these areas, the financial support will be divided as follows for the purpose of contractual convenience:

The UNAIDS Secretariat will have the primary lead in contracting the ERG Secretariat. The World Bank will have the primary lead in support for commissioned research (up to 3 commissioned papers per year) and will contract these directly with consultant researchers or research institutions. The World Bank will also contribute to the financing of the ERG Secretariat to support the administrative costs of research and for the development of policy papers for ERG meetings.



**1. SUBMITTED by** *(i.e. the identity of the Candidate and members of its consortium, if any)*

	<b>Name(s) and address(es) of legal entity or entities submitting this tender</b>
<b>Leader</b>	
<b>Member of consortium</b>	
<b>member</b>	

**2. CONTACT PERSON** *(for this tender. one person only)*

<b>Name</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>e-mail</b>	

### 3. DECLARATION(S)

As part of its tender, each legal entity identified under point 1 of this form, including every consortium member, must submit a signed declaration using the attached format.

### 4. STATEMENT

I, the undersigned, being the authorised signatory of the above tenderer (including all consortium members, in the case of a consortium), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the dossier EMP/AFE/EDA/2310 on the basis of the following documents, which comprise our Technical offer, and our Financial offer, which is submitted in separate mails /sealed envelopes:

#### Technical offer

- ✓ A brief presentation of the bidder and its potential consortium members. The presentation should highlight the relevant experience of the bidder and consortia members in the fields related to this request for proposal.
- ✓ Technical description fulfilling the technical requirement presented in the tender dossier. The description should demonstrate *inter alia* the knowledge of the topics and the countries; it also proposes a methodology; a coherent work plan and a description of the team.
- ✓ CV of key experts
- ✓ The current submission form signed, including the candidate's declaration. It will include one from every consortium member, in the case of a consortium (see annexe 2).
- ✓ Statements of exclusivity and availability signed by each of the key experts (see annexe 3)

#### Financial offer

- ✓ Budget for the technical offer

We recognise that our tender will be excluded if we propose key experts who have been involved in preparing this project or engage such personnel as advisers in the preparation of our offer.

We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the tender procedure, unless UNAIDS gives its prior approval in writing. We are also aware that the consortium members would have joint and several liability towards UNAIDS concerning participation in both the above tender procedure and any contract awarded to us as a result of it.

Signed on behalf of the firm/institution :

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

Annexe 2

**CANDIDATE'S DECLARATION****THE SECRETARIAT OF THE WORLD BANK / UNAIDS ECONOMICS REFERENCE GROUP**

REFERENCE: EMP/AFE/EDA/2310

Dear Sir/Madam

In response to your above tender, we hereby declare that we fulfil the selection criteria mentioned in the dossier and recalled below:

- 1) Economic and financial capacity of candidate
  - i) Our average annual turnover exceed the budget of our offer;
  - ii) Our financial situation is not deficit, taken into account debts, at the beginning and end of year
- 2) Professional capacity of candidate
  - iii) We are duly established / registered in our country of origin (example at the chamber of commerce)
  - iv) We have at least 3 staffs currently work in fields related to this contract;
  - v) At least 20% of all staff working for our company this year in fields related tot his tender are permanent.
- 3) Technical capacity of candidate
  - vi) We have worked successfully on at least three projects with a budget comparable or higher to the current offer in the past three years

Yours faithfully,

*(Signature of authorised representative of the candidate)*

**EXPERT'S DECLARATION**

**THE SECRETARIAT OF THE WORLD BANK / UNAIDS ECONOMICS  
REFERENCE GROUP**

REFERENCE: EMP/AFE/EDA/2310

**STATEMENT OF AVAILABILITY<sup>3</sup>**

I, the undersigned, hereby declare that I agree to participate in the above-mentioned service tender procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this tender is successful, namely .....number of days from January 2010 to December 2011.

Furthermore, should this tender be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or force majeure, the contract to the Consortium/Candidate may be rendered null and void.

Additionally I declare that I am not in a situation of conflict of interest and commit to inform UNAIDS of any change in my situation.

Yours faithfully,

*Name*

*Signature and date*

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<sup>3</sup> To be completed by all key experts

**TECHNICAL EVALUATION GRID****EMP/AFE/EDA/2310****THE SECRETARIAT OF THE WORLD BANK / UNAIDS ECONOMICS REFERENCE GROUP**

Envelope n°.....	Maximum	Initial assessment	Revised assessment (ex: before interviews*)	Revised assessment (ex: after interviews*)
Firm or consortium's reliability and experience in the specific fields of this study	10			
<b>Organisation and methodology</b>				
Demonstrated understanding of the purpose and mandate of the World Bank / UNAIDS ERG	10			
Methodology and approach to providing the services	20			
Planning of activities	10			
<b>Total score for Organisation and methodology</b>	<b>40</b>			
<b>Key expertise</b>				
Economics of HIV	25			
Research management -preferably in the fields of Health Economics and HIV. Includes calls for proposals, reviews and dissemination	13			
Organisation of meetings. Includes the production and dissemination of materials and products	12			
<b>Total score for Key expertise</b>	<b>50</b>			
<b>Overall total score</b>	<b>100</b>			

\* In the case that interviews are held

<b>Strengths</b>	
<b>Weaknesses</b>	

**Evaluation performed by:**

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	