

**Subject: Request for Proposals for layout, design and printing of  
UNAIDS Monitoring and Evaluation documents  
(Republished)**

Dear Sir/Madam,

1. You are requested to submit a proposal for layout, design and printing of UNAIDS Monitoring and Evaluation documents. 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) Annex I: Terms of Reference (TOR), containing a description of UNAIDS requirements for which these services are being sought;
  - b) Annex II: Proposal Submission Form, to be completed and returned with your proposal
  - c) Annex III: A draft of the form of contract under which the services would be performed, including the "General Conditions for UNAIDS Contracts for Professional Services"
3. Kindly contact Ms. Aubrey Musngi at the following telephone: +41 22 791 2956 or e-mail: ([Musngia@unaids.org](mailto:Musngia@unaids.org)) to obtain electronic copies of the six (6) UNAIDS Monitoring and Evaluation documents and the design sample document (vii):
  - i. Planning Tool for developing a digital library of M&E resources;
  - ii. Guidance HIV Monitoring and Evaluation Capacity-building;
  - iii. 12 Components Monitoring and Evaluation System Assessment – Guidelines to support preparation, implementation and follow-up activities;
  - iv. 12 Components Monitoring and Evaluation System Strengthening Tool;
  - v. Guidelines for developing Terms of Reference for Prevention Evaluation
  - vi. UNAIDS M&E Advisors Photo Directory (2009)
  - vii. Organizing Framework for a Functional National HIV Monitoring and Evaluation System (2008)

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

**Manner of Submission**

3. Your proposal shall be prepared in the English language.
4. Your proposal shall comprise the following documents:
  - (a) Proposal Submission Form;
  - (b) Technical Component; and
  - (c) Price Component.
5. 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.

The outer envelope shall be addressed as follows:

ATTN: CHIEF BAF  
REF: M&E Docs/EVA/MOE/02  
DRM/BAF  
UNAIDS  
20 Avenue Appia, 1211 Geneva 27, Switzerland

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.

6. Proposals must be received by UNAIDS at the above address on or before 29 October, 2009. Any proposal received after this date may 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.

7. 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.

8. Assuming that a contract can be satisfactorily concluded by 5 November, 2009, the assignment is expected to commence immediately.

9. If you consider that your firm/institution does not have all the expertise for the assignment, 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. UNAIDS strongly encourages association with a local firm/institution in the country of assignment. 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.

10. 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.

11. Any requests for clarification should be referred to Eva Kiwango, Leader, Monitoring, Operations Research and Evaluation Team at the following telephone: +41 79 500 6514 or e-mail: [Kiwangoe@unaids.org](mailto:Kiwangoe@unaids.org). Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of UNAIDS.

## Content of Proposal

### Technical Component

12. 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 an outline of recent experience that highlights your experience in layout, design and printing of documents, including experience working with the UN system worldwide or similar experience. 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.
- 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  
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.
- 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.

### Price Component

13. 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.

14. The price component shall have a cover letter wherein your firm/institution's authorized representative affirms the following:

- (a) a summary of the price; and
- (b) the period of its validity.

In preparing your proposal, please note carefully from Annex III the various contract provisions regarding UNAIDS policies on limitations on advance payments, retention, performance bonds, etc.

15. In addition, the price component must cover all the services to be provided and must itemize the following:

- a) Design concepts, development, typesetting, amends and artwork costs
- b) Printing costs
- c) Delivery costs
- d) Other costs, if any (indicating nature and breakdown).
- e) 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 will not be subject to tax liability in the host country].
- f) A proposed schedule of payments, all of which must be expressed and will be effected in the currency of the proposal.

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

### **Payment Provisions**

17. 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.

18. Please note that UNAIDS' policy is not to grant advance payments except 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.

19. Any request for an advance payment is to be justified and documented and must be submitted with the financial proposal. This justification shall explain the need for the advance payment, itemize the amount requested and provide a time-schedule for utilization of said amount. In addition, you must submit documentation regarding your financial status - e.g. audited financial statements at 31 December of the previous year and include this documentation with your financial proposal. Further information may be requested by UNAIDS at the time of finalizing contract negotiations with the selected proposer.

### **Evaluation of Proposals**

20. A two-stage procedure will be utilized in 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].

21. The technical component, which has a total possible value of [100] points, will be evaluated using the following criteria:

- a) the firm/institution's general reliability as well as experience and capacity in the specific field of the assignment (40 points);
- b) the approach in responding to the TOR and the detailed work-plan (20 points); and
- c) the qualifications and competence of the personnel proposed for the assignment for a total of (20 points). The personnel will be rated in accordance with:
  - i) their general qualifications (10 points); and
  - ii) suitability for the assignment (10 points)

22. a) The Price Component of any proposal will only be evaluated if the Technical Component of that proposal achieves a minimum of 60 points. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.

b) 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:

$$\frac{\text{Points for the Price Component of a proposal being evaluated} = [\text{Maximum number of points for the Price Component}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$$

23. 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.

24. An invitation to submit proposals has also been sent to a number of other firms.

Yours sincerely,

Deborah Rugg,  
Chief, Monitoring and Evaluation Division

**PROPOSAL SUBMISSION FORM**

Project No.

TO: UNAIDS  
20 Avenue Appia, 1211 Geneva 27  
Switzerland

Dear Sir/Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Price Component attached herewith and made part of this proposal.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Price Components proposed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2009\_\_.

Signature

(in the Capacity of)

Duly authorized to sign proposal for and on behalf of:

## Annex I: Terms of Reference – requirements for layout, design and printing of UNAIDS Monitoring and Evaluation documents

### 1.0 Summary

Organizations are invited to present a proposal to design and print six (6) UNAIDS Monitoring and Evaluation documents

### 2.0 Background

The mandate of the UNAIDS Monitoring and Evaluation Division (EVA) include the provision of scientific leadership by setting international M&E standards and producing normative guidelines and production of global reports and thematic papers for global dissemination.

In 2008, UNAIDS EVA developed a range of M&E tools and guidelines to support national programme managers and other service providers in answering three key questions: Are we doing the right things? Are we doing them right? Are we doing them on a scale that is making a difference and will help us end the AID epidemic? UNAIDS EVA aims to produce hard copies and disseminate these M&E products to different stakeholders.

UNAIDS EVA also aims to update the existing Photo directory of about 60 Monitoring and Evaluation Advisors currently employed by UNAIDS in field positions around the world.

UNAIDS will provide the selected vendor with the M&E documents and an initial set of technical and other expert contact details.

### 3.0 Audience

The primary target audience for the UNAIDS M&E products are government, multilateral, bilateral and civil society M&E officers, national AIDS Directors, Monitoring and Evaluation Directors, and Project Managers involved in monitoring and evaluation

### 4.0 Objectives

The overall goal is make available hard copies of UNAIDS Monitoring and Evaluation documents.

#### 4.4 Products expected from the Consultancy:

Companies are invited to bid to produce the following six documents specified below. UNAIDS reserves the right to freely choose from each offer the parts that are assessed to be the best, and to give preference to an offer that comprises a bid on more than one document.

#### Document 1: Planning Tool for developing a digital library of M&E resources

*Description:* A *Planning Tool* to help assure that users of a digital library can successfully locate resources and can make informed decisions regarding the quality of the materials. The *Planning Tool* has two purposes: 1) To provide guidance to

current owners and future developers of a digital library on the range of issues to be addressed in usability and user-friendliness of the library and 2) To provide a list of questions to help organizations brainstorm if they can and should invest their resources in developing a digital library

Product: 500 copies of the document delivered to UNAIDS Headquarters in Geneva

## **Document 2: Guidance HIV Monitoring and Evaluation Capacity-building**

Description: The Guidance provides practical advice for national AIDS programmes that are planning and implementing capacity building activities as part of their effort to develop a unified and effective national HIV monitoring and evaluation (M&E) system. The *Guidance* is relevant to the wide range of individuals and organisations involved in the national HIV M&E system; it is particularly relevant for the health sector, given its central role in M&E of HIV.

Product: 500 copies of the document delivered to UNAIDS Headquarters in Geneva

## **Document 3: 12 Components Monitoring and Evaluation System Assessment – Guidelines to support preparation, implementation and follow-up activities**

Description: These *Guidelines* provide information on the preparation for and implementation of an assessment of the national HIV monitoring and evaluation (M&E) system. It also includes key steps to take after an assessment to facilitate implementation of M&E system strengthening activities. The *Guidelines* are built around the 12 main components of the HIV M&E system, which define the *Organizing Framework for a Functional National HIV Monitoring and Evaluation System (UNAIDS, 2008)*. Consequently, the *Guidelines* also focus on using the *12 Components Monitoring and Evaluation System Strengthening Tool (Geneva: UNAIDS, 2009a)* to ensure a comprehensive and successful assessment.

Product: 500 copies of the document delivered to UNAIDS Headquarters in Geneva

## **Document 4: 12 Components Monitoring and Evaluation System Strengthening Tool**

Description: Is a tool is for assessing how well each of the 12 components of a national HIV M&E system is functioning. The tool facilitates the identification of strengths and weaknesses in the national HIV M&E system and the prioritization of system strengthening activities.

Product: 500 copies of the document delivered to UNAIDS Headquarters in Geneva

## **Document 5: Guidelines for developing Terms of Reference for Prevention Evaluation**

Description: The Guidelines aim to foster a systematic approach to the evaluation of prevention programs by focusing on an often overlooked yet critical step in evaluation planning: the preparation of terms of reference (TOR). It can be used to facilitate the planning of evaluations for HIV prevention, discussions on the design of these evaluations, and the drafting of TOR to guide such assessments. It is intended

for use by anyone who prepares or reviews TOR for evaluations of HIV and AIDS prevention programs and projects.

*Product:* 500 copies of the document delivered to UNAIDS Headquarters in Geneva

### **Document 6: UNAIDS M&E Advisors Photo Directory**

*Description:* Update the Photo directory of about 60 Monitoring and Evaluation Advisors currently employed by UNAIDS in field positions around the world. The directory includes an individual photograph and contact details for each advisor.

*Product:* 200 copies of the updated directory delivered to UNAIDS Headquarters in Geneva

## **5.0 Approach and working relationship**

### **Approach:**

The documents should be produced based on the sample provided and should adhere to the technical specifications outlined below.

### **Working Relationship**

The general working relationship is described below. Any additional responsibilities will be detailed in a specific contract.

- Project managers will be assigned by both UNAIDS and the accepted company and will act as the key point of contact.
- The selected company will interface with UNAIDS Project Manager for regular feedback and suggestions: mostly via email, including compressed versions of
- The selected company will submit a project plan, schedule and budget with key project milestones for preparation of the documents

## **6.0 Technical Requirements**

	<b>Document</b>	<b>Technical Specifications</b>
1	Planning Tool for developing a digital library of M&E resources	<ul style="list-style-type: none"> <li>▪ Number of Pages: 20</li> <li>▪ Number of Words: 6'285</li> <li>▪ Color of text inside of the book: Black and Red</li> <li>▪ Design elements: based on s Organizing Framework for a Functional National HIV Monitoring and Evaluation System (2008)</li> </ul>
2	Guidance HIV Monitoring and Evaluation Capacity-building	<ul style="list-style-type: none"> <li>▪ Format: Microsoft Word</li> <li>▪ Number of Pages: 64</li> <li>▪ Number of Words: 21'647</li> <li>▪ Color of text inside of the book: Black and Red</li> <li>▪ Design elements: based on s Organizing Framework for a Functional National HIV Monitoring and Evaluation System (2008)</li> </ul>
3	12 Components Monitoring and Evaluation System Assessment – Guidelines to support preparation, implementation and follow-up activities	<ul style="list-style-type: none"> <li>▪ Format: Microsoft Word</li> <li>▪ Number of Pages: 27</li> <li>▪ Number of Words: 8'964</li> <li>▪ Color of text inside of the book: Black and Red</li> <li>▪ Design elements: based on s Organizing Framework for a Functional National HIV Monitoring and Evaluation System</li> </ul>

		(2008)
4	12 Components Monitoring and Evaluation System Strengthening Tool	<ul style="list-style-type: none"> <li>▪ Format: Microsoft Excel</li> <li>▪ Number of Pages: 34</li> <li>▪ Number of Words: 6'285</li> <li>▪ Color of text inside of the book: Black and Red</li> <li>▪ Design elements: based on s Organizing Framework for a Functional National HIV Monitoring and Evaluation System (2008)</li> </ul>
5	Guidelines for developing Terms of Reference for Prevention Evaluation	<ul style="list-style-type: none"> <li>▪ Format: Word document</li> <li>▪ Number of Pages: 51</li> <li>▪ Number of Words: 16'819</li> <li>▪ Color of text inside of the book: Black and Red</li> <li>▪ Design elements: based on s Organizing Framework for a Functional National HIV Monitoring and Evaluation System (2008)</li> </ul>
6	UNAIDS M&E Advisors Photo Directory	<ul style="list-style-type: none"> <li>▪ UNAIDS to provide the photographs and the contact details.</li> <li>▪ Number of Pages: approx 29</li> <li>▪ Develop lay-out and user-friendly index Color of text inside of the book: white, red, grey and black</li> <li>▪ Design elements: based on UNAIDS M&amp;E Advisors Photo Directory (2009)</li> </ul>

## 7.0 Proposal Requirements

- 1) Name of the company
- 2) Names of those individuals who will be engaged in this project, their specific responsibilities on this project and relevant experience/qualifications; and their working language
- 3) Description of work that highlights the company's experience in design and production of documents and books
- 4) References and details of work completed for these references, including the target audience, final budget and distribution channels
- 5) Description of the approach that will be used for completing the project (including a timeline)
- 6) Cost to complete the production of the documents and payment structure;
- 7) A sample of a similar product produced by the company.

### Deliverables

A master copy of the six (6) M&E documents should be completed by 27 November 2009. All revisions requested by UNAIDS will be discussed and incorporated as appropriate with the aim of maintaining high artistic quality and correct information, into the final versions 5 December 2009. Post-production of the final documents will be completed by 15 December 2009.

### Copyright

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