

Subject: Request for Proposals for **Evaluation of Technical Support to Global Fund proposal development in round 9**

Dear Sir/Madam,

1. You are requested to submit a proposal for **Evaluation of Technical Support to Global Fund proposal development in round 9**. 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; and

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: **Evaluation of Technical Support to Global Fund proposal development in round 9**
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 7th August, 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 1 September 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 Aina H. Saetre, Technical Officer, Global Fund Unit, at the following telephone: +41227912799 or e-mail: saetrea@unaids.org. Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of UNAIDS.
12. We would appreciate you informing us by 24th July, 2009 by e-mail as to:
 - a) your receipt of this letter request for competitive proposals.
 - b) whether or not you will be submitting a proposal.
 - c) the date and mode of submission, in case you decide to submit a proposal.

Content of Proposal

Technical Component

13. 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 evaluation and work related to Global Fund. 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. You should include the number of person-days 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.
- e) **Proposed Project Team Members**
The curriculum vitae of the senior professional member(s) of the team including their specific responsibilities on this project, relevant experience and qualifications and their working language(s).

Price Component

14. Your separate price component must contain an overall quotation in a single currency, namely in US Dollars.

15. 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 payment provisions section below the various contract provisions regarding UNAIDS policies on limitations on advance payments, etc.

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

- a) An all-inclusive rate per person-day (including honorarium and living expenses) 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 international travel and related expenses (indicating number of round trips per team member).
- c) An all-inclusive amount for local travel.
- 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 (other than nationals of the host country) normally 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.

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

Payment Provisions

18. 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.

19. 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.

20. 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

21. 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].

22. 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 (10 points);
- b) the approach in responding to the TOR and the detailed workplan (50 points);
and
- c) the qualifications and competence of the personnel proposed for the assignment for a total of (40 points). The personnel will be rated in accordance with:
 - i) their general qualifications (20 points);
 - ii) suitability for the assignment (20 points); and

23. a) 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.

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:

Points for the Price Component of a proposal being evaluated =

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

24. 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.

25. An invitation to submit proposals has also been sent to number other firms:

Yours sincerely,

Name: Anja Nitzsche-Bell
Team leader Global Fund Unit, UNAIDS

ANNEX 1: TERMS OF REFERENCE (TOR)

1. Introduction

Objective of the Request for Proposal

The objective of this Request for Proposals (RFP) is to select a Contractor for the evaluation of UNAIDS and WHO support to Global Fund round 9 proposal development project based on the requirements specified herein.

Background for the project

The Global Fund is the largest world donor to combat HIV/AIDS, Tuberculosis and Malaria. 1 October 2008 the Fund made a call for proposals for funding in the three disease areas with a deadline for submission set to 1 June 2009. A large number of applicants, both at country and regional level have been working towards this submission date. Technical support (TS) providers, including UN organizations, bi-laterals and civil society have worked closely with countries to respond to their requests for technical support in order for them to develop sound proposals. A large amount of resources have been invested in the proposal development process.

Technical support can be provided at three different stages in the Funds grant process; pre-award, pre-implementation and during the implementation of the grant. This analysis, geared towards assessing the technical support provided by the UNAIDS and WHO will focus on the first phase the pre-award phase; the proposal development phase.

The technical support arena, consisting of a large and varied group of partners, is sometimes uncoordinated and duplicating although many examples of good collaboration and alignment between partners can be found as well. This is also the picture when looking at TS to Global Fund proposal development. UNAIDS and WHO provide a wide range of types of TS at global, regional and country level and use varying mechanisms for their delivery. The main mechanisms for providing technical support are direct support provided by country, regional and HQ offices and sharing of tools and guidance developed by UNAIDS, WHO and other TS partners, and individual consultancies, mainly contracted through Technical Support Facilities (TSF) established by UNAIDS. During the proposal development phase workshop and peer reviews at regional and global level are organized to facilitate the support provided.

It is against this background the provision of TS has to be evaluated. The purpose of this consultancy is to conduct an evaluation and analysis for UNAIDS and WHO to provide information on the technical support provided by UNAIDS and WHO in round 9 Global Fund proposal development to identify what is working and what is not working. This will inform similar process in the future and provide insight to improve the TS.

2. Goal, Objectives, Scope and Methodology

Goal

To evaluate technical support provided by UNAIDS and WHO to Global Fund round 9 proposal development. The study should identify successes, gaps and challenges in the approach taken towards support provision, as well as review appropriateness of the support provided and develop clear recommendation for enhanced and better targeted support in upcoming rounds.

To answer the above it will be necessary to include some historical knowledge from previous round experience.

Objectives

The analysis has the following four objectives:

- To map TS requests received to provide an overall situation assessment of TS

requests at country and regional level (requestor, area of request, need based request).

- To review UNAIDS and WHO's approach to providing TS to evaluate the relevance and efficiency of the TS (targeted, quality, cost effectiveness, coordination).
- To identify whether "high risk" countries that need to succeed in Round 9 have been receiving the support needed.
- To carry out an overall assessment of UNAIDS and WHO' s TS provision in round 9 of Global Fund, including clear recommendations for future processes.

Scope

A. Coverage

While the study is initiated by UNAIDS/WHO, and will mainly focus on UNAIDS/WHO support, the study would also need to examine technical support provided by UN partners, donors and civil society partners that have collaborated with UNAIDS/WHO in providing round 9 support. The outputs of the study will be shared and discussed with these players as an essential step in improving the quality and impact of technical support. However it should be noted that the study does not intend to evaluate the performance, outcomes or impact of any of the players outside UNAIDS/WHO.

B. Reference period

The data to be collected for the study relate to the period after the launch of round 9, 1 March 2008 until Technical Review Panel (TRP) decisions, September 2009.

Broad Methodology

The broad methodology for the study includes survey method, desk research and key informant interviews.

Regional offices and technical support facilities will play an important role in data collection and analysis (details of involvement to be defined during the inception phase).

3. Outputs

The following outputs and milestones deliverables are expected (In the proposals, bidders should identify number of days required to develop each deliverable according to the below sequence of development. The bidder must also identify start date for the project):

Outputs, milestones and deliverable		
Milestone	Deliverable	Number of days/date for delivery¹
Output 1 Milestones: Case studies of ten "high risk" countries		
A	List of criteria for high risk countries	
B	Slide presentation of findings from case study	
Output 2 Milestones: Mapping of TS requested from applicants in Round 9		
C	Slide presentation of mapping of TS	
Output 3 Milestones: Evaluation of UNAIDS/WHO TS provision and mechanisms used		
D	Slide presentation	
Output 4 Milestones: Overall assessment of support to countries submitting round 9 Global Fund proposals and recommendations for future processes.		
	Draft summary report of findings from the mapping, evaluation, case studies and overall assessment and recommendations	
E	Final summary report of findings from the mapping, evaluation, case studies and overall assessment and recommendations	
F	Final slide presentation of overall findings and recommendations	
G	Data set from consultations, interviews and questionnaires (database)	

¹ To be identified in the submitted proposal.

ANNEX 2: 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: