

REQUEST FOR PROPOSALS
RFP No. TGF-17-063

Management of Funds to Support Meaningful Engagement of Adolescent Girls' and Young Women in Global Fund Related Processes

Issue Date: 13 April 2017

RFP Closing Date: 15 May 2017

RFP Closing Time: 5 pm, Geneva Time

The Global Fund invites potential suppliers to submit proposals to support the management of funds that can foster meaningful engagement of Adolescent Girls and Young Women (AGYW) community-based organizations in Global Fund related processes. Suppliers are expected to have capacity to manage and channel small grants in an effective and efficient way to selected sub-grantees in 13 focused countries: Botswana, Cameroon, Lesotho, Kenya, Malawi, Mozambique, Namibia, Swaziland, South Africa, Tanzania, Uganda, Zimbabwe, and Zambia.

The purpose of this Request for Proposal (**RFP**) is to select the supplier offering the best value to the Global Fund, when both technical and cost factors are combined.

The services to be provided are fully described in the Statement of Work in Attachment A

The Global Fund will evaluate all proposals received in response to this RFP in accordance with the Evaluation Criteria in Attachment B.

The Global Fund wishes to stress that an objective of this process is to provide a rigorous and comprehensive review within the confines of a competitive commercial environment. Therefore, we encourage the proposals to provide their best offer and to propose any alternative approaches together with the advantages and disadvantages to the Global Fund.

This RFP shall not be construed as a contract or a commitment of any kind. This request for proposal 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 and submission of the proposal(s).

The **Global Fund Standard Terms and Conditions** form an integral part of this RFP and will be included in any contract resulting from this solicitation. Submitting a proposal in response to this RFP constitutes acceptance of these terms and conditions, found at this link on the Global Fund website: <http://www.theglobalfund.org/en/business/>

To be eligible as a supplier with the Global Fund, any organization or individual must comply with the **Policy on Ethics and Conflicts of Interest for Global Fund Institutions** and the **Supplier Code of Conduct**. Both are located on the Global Fund website at the following link: <http://www.theglobalfund.org/en/library/documents/>

Please submit your proposal in accordance with the below instructions no later than closing date and time by email to: Solicitation@theglobalfund.org; **AND** Orion.Yeandel@theglobalfund.org

Option to Extend. The Global Fund intends to award a contract(s) for the period specified in this Solicitation. The Global Fund may, subject to the agreement of the parties, extend the(se) contract(s) for an additional period up to three times the period stated in this solicitation or any fraction of that time. The(se) contract(s) may be extended subject to good performance on the part of the contractor, the availability of funds and the needs of the Global Fund.

ATTACHMENT A STATEMENT OF WORK

1. Background

In April 2016, the Global Fund Board reaffirmed its commitment on *Gender Equality*, by including it as a top-line strategic objective in the Fund's Strategy for 2017 to 2022 - *Investing to End Epidemics*¹. Under objective 3 of the Strategy - *Promoting and Protecting Human Rights and Gender Equality* - the Global Fund established two key sub-objectives aimed at fostering investments to the reduction of health inequalities marked by age and gender, namely: (3a) to scale-up programs to support women and girls, including programs to advance sexual and reproductive health and rights; and (3b) to invest to reduce health inequities gender and age-related disparities. Further than this, (3e) seeks to support meaningful engagement of key and vulnerable populations and networks in Global Fund-related processes. In addition, the Global Fund is investing additional \$ 55 million to catalyze the scale up of comprehensive, quality programming to reduce HIV risk and incidence amongst AGYW in the 13 selected countries; who are all eligible to receive the matching funds for the allocation period 2017-2019.

The Global Fund recognizes that empowering and engaging civil society organizations and community networks is essential to ensure that the corporate and financial commitments are effective and that no one is left behind in terms of prevention, care and treatment of AIDS, Tuberculosis and Malaria. To this overall purpose, additional \$ 15 million were allocated to the continuation of the Global Fund's *Community, Rights and Gender (CRG) Strategic Initiative* throughout the period of 2017-2019². Following a similar model piloted from 2014 to 2016, the Initiative will continue to be implemented through three mutually reinforcing pillars (i) provision of short-term technical assistance to civil society organizations and networks of affected populations; (ii) long-term capacity development for key and vulnerable populations; and (iii) regional coordination and communication platforms in 6 different geographical locations.

In particular, under the CRG Strategic Initiative, USD 500,000 (herein referred to as "the AGYW Fund") has been set aside to support efforts towards ***meaningful engagement of adolescent girls and young women (AGYW) and community-based organizations working with/on AGYW issues; into Global Fund and related processes*** for a period of 12 months. It is envisaged that these funds will address the financial access barriers limiting community based organizations working on AGYW issues to fully participate in various stages of Global Fund processes in the 13 target countries. Relevant processes include Global Fund country dialogues across the various stages of the cycle (concept note development, grant-making, grant implementation and grant monitoring); and meaningful participation in related processes including but not limited to: HIV national strategic plans, frameworks, policies, guidelines-development and reviews and their accompanying or related monitoring and evaluation and operational plans; as well as strategies, policies and guidelines related to *adolescent health and their well-being*. Additional activities that could be supported also include meaningful participation in National legal and policy reforms processes that have relevance and significant contributions to Global Fund supported and related AGYW work in country. The AGYW Fund will complement and link, where possible, to other efforts such as the information and communication regional platforms as well as technical assistance opportunities that are already part of the umbrella of the CRG Strategic Initiative.

¹ To see the 2017-2022 Global Fund Strategy "Investing to End Epidemics", please follow the link: http://www.theglobalfund.org/documents/board/35/BM35_02-TheGlobalFundStrategy2017-2022InvestingToEndEpidemics_Report_en/.

² For more information about the Community Rights and Gender Strategic Initiative, please visit: <http://www.theglobalfund.org/en/search/?q=community+rights+and+gender>

2. Description

In line with the above background, organizations with a demonstrated capacity to manage and channel funds to AGYW groups and community-based civil society organizations working with/on AGYW issues in the 13 selected AGYW focused countries are invited to respond to this call. It is envisaged that these funds will support short-term key activities including but not limited to: Transport to attend meetings related to Global Fund processes; meeting arrangements to facilitate dialogue processes by community based organizations and communication processes related to participation in key discussions and forums among others. The successful candidate will work in close collaboration with other existing CRG Strategic Initiative streams such as the regional communication and coordination platforms and technical assistance providers; as well as technical partners in country and other partnerships that may be of value addition towards operationalizing this AGYW Fund.

Overall objective

Increase meaningful engagement of AGYW in Global Fund and related processes

Specific objectives

Manage and channel funds to support AGYW groups and community based organizations working with/on AGYW issues; to meaningfully participate in Global Fund and related processes.

3. Description of duties

- (a) Manage the AGYW Fund and ensure that small grants are provided to eligible sub-grantees in a timely and effective manner
- (b) Develop a framework that provides a clear identification, selection and inclusion criteria of eligible sub-grantees in the 13 focus countries
- (c) Develop and manage implementation arrangements to allow timely transfer of minimal funds to selected sub-grantees in the 13 focus countries
- (d) Develop adequate tools to facilitate channeling of small funds as well as monitoring and reporting of financial expenditure against proposed activities by the sub-grantees
- (e) Prepare and manage contractual obligations with the sub-grantees
- (f) When required, provide financial literacy advice to sub-grantees, towards efficient financial management and documentation
- (g) Ensure regular progress monitoring and reporting towards the operationalization of the AGYW Fund to the Global Fund.

4. Time schedule

The AGYW Fund will be operationalized for an initial period of 12 months; with possibility of extension subject to availability of additional funds.

5. Supplier requirements

The supplier will ideally be a regionally based civil society organization; with strong links or existing operations in a majority of the 13 AGYW focus countries. Additionally, the supplier must have the following:

- Demonstrated experience in working with community based organizations. Knowledge or/and previous work with women's community groups and organizations is desirable
- Demonstrated experience in management of Funds and channeling to community-based organizations or groups
- Technical and financial management capacity to support a network of selected sub-grantees in 13 selected countries, including capacity to receive Global Fund funds and channel to organizations and groups in different countries
- Sound knowledge and experience with Global Fund and its in-country processes is highly desirable

**ATTACHMENT B
EVALUATION CRITERIA**

A Global Fund evaluation panel will assess the extent to which proposals submitted in response to this RFP meet the evaluation criteria below and in accordance with the Global Fund Solicitation Rules.

In assessing each proposal, the Global Fund will allocate greater importance to technical factors than to cost factors. A two stage procedure will be utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being considered; and cost evaluation is only undertaken for technical submissions that score above the minimum.

The score assigned to each proposal will be of guidance in determining which proposal would provide the greatest value to the Global Fund. However, the Global Fund reserves the right not to employ raw scores in determining best value where it considers, in its sole discretion, that this would not be appropriate.

Technical proposals will be evaluated based on the following Evaluation Criteria:

Category		
a. Technical approach	40 points	100 points
1. The extent to which the technical proposal demonstrates a clear understanding of the nature of the work being undertaken and the environment in which the work must be performed.		
2. The extent to which the proposed approach and methodology contained in the statement of work are solid, feasible, implementable, effective, and relevant for this assignment		
b. Past experience and capabilities	30 points	
1. The extent to which the applicant can demonstrate relevant previous experience in working on assignments of a similar or related nature		
2. The extent to which the applicant can demonstrate knowledge of, and relevant experience in working with community organizations in the focus countries for this particular assignment.		
b. Expertise and qualifications	30 points	
The extent to which the applicant has demonstrated to have sufficient and qualified personnel as well as structures and systems in place to support proper execution of this assignment		

Selection of the successful applicant will be based on the best value offered. Technical proposals shall be awarded scores out of the maximum number of points indicated above for each of the criteria. A minimum technical score of 70 out of a maximum of 100 is required to pass the technical evaluation. A proposal which fails to achieve the minimum technical threshold will not be considered further.

Cost Proposals will be evaluated in terms of best value to the Global Fund, price and other factors considered. Cost proposals must be submitted in United States Dollars.

ATTACHMENT C GUIDANCE FOR SUPPLIERS

1. Proposal Requirements

The proposal should be concisely presented and structured, and should explain in detail your availability, ability, capacity and resources to provide the requested services. 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 and PDF, including applicable schedules where defined.

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.

Cost proposal and technical proposal must be sent separately, in two different emails.

a. Technical Proposal

The supplier is required to produce a technical proposal in the format of a **concept note** not exceeding 7 pages describing:

- Summary profile of the organization;
- Understanding and interpretation of the assignment;
- Proposed approach and methodology towards the execution and delivery of the objectives and duties highlighted in **Attachment A**. This should also include the proposed work-plan of core processes related to this assignment;
- Capability statement of the applicant including: clear description of past relevant experience in similar or related tasks (including relevant contact details for reference purposes); description of technical capacity to execute the assignment; as well as description of financial management systems in place to execute this assignment.
- Various assumptions and risk considered in the work plan, as well as related risk mitigation actions.

b. Cost Proposal/Estimated budget

The budget should be denominated in US dollars, should be itemized and should include:

- Organizational administrative fees and profits in percentage;
- Organization technical fees or daily rates. Fees charged should specify the level of effort (LOE) of key staff members and highlight their specific role in this assignment; including in the management of the funds – Including a Program Coordinator and or/ a Finance Specialist;
- Any other cost and assumptions related to the scope of work outlined in section 3 of this RFP;

2. Proposal Submission and Communications

Proposal submissions and all communication shall be sent via e-mail to the following contacts only:

- Solicitation@theglobalfund.org, and
- Orion Yeandel at Orion.Yeandel@theglobalfund.org

Please submit two separate emails, one containing your cost proposal and one containing your technical proposal. Both the subject line of your email and the attached document must be labeled as follows:

Your organization name – technical proposal – TGF-17-063

Your organization name – cost proposal – TGF-17-063

3. Specific Instructions

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.

Period of validity

Proposals should be valid for a period of 1 calendar month from the closing date of their receipt.

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.

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.

Currency and language to be used

All costs in the pricing spreadsheets must be in USD only (for proposal). The currency of the contract will be in USD. All communication in respect to this RFP shall be in English.

4. 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 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.