

REQUEST FOR PROPOSAL

“DEVELOPMENT OF AN URBAN IMMUNISATION STRATEGY FOR TWO URBAN COUNTIES, KENYA”

DATED: NOVEMBER 2018

RFP-“DUISTUCK27112018”



Reach Every Child
www.gavi.org

TABLE OF CONTENTS

1. PURPOSE OF THE PROJECT	3
2. RFP INSTRUCTIONS	3
2.1. RFP Rules	3
2.2. Time Plan	4
2.3. RFP Process and Contact Information	4
2.4. Required Proposal Format & Proposal Content	5
2.5. Conflict of interest	5
3. Gavi Overview	5
3.1. Our Mission	5
4. Background and Context for This Analysis	6
5. Requirements, Deliverables & Timelines	6
5.1. Requirements	6
5.2. Deliverables	6
5.3. Timelines	7
6. Evaluation Criteria	7
6.1. Decision Making Process	7
7. Financial Proposal	8
7.1. Requirements for Financial Proposal	8
8. Annexes	9
8.1. Annex 1: Written Intent To Participate	9
8.2. Annex 2: Q&A Form	9
8.3. Annex 3: Financial Proposal Template	9

REQUEST FOR PROPOSAL

1. PURPOSE OF THE PROJECT

The purpose of this project is to develop an urban immunisation strategy for two urban centres in Kenya. The project will include a diagnostic/assessment of selected cities and ongoing urban interventions, a mapping of potential partners/service providers in urban areas and a costed strategy to improve immunisation coverage. The strategy will be developed in collaboration and consultation with country leadership and partners, to be integrated into the country's health / PHC / EPI strategies at national and country levels.

2. RFP INSTRUCTIONS

2.1. RFP Rules

Gavi invites you as a Service Provider to submit a competitive bid by responding to this "Request for Proposal" (RFP) for the "Development of an urban immunisation strategy, Kenya." Please follow these instructions in completing your bid.

- i. This entire RFP and all related discussions, meetings, exchanges of information, and subsequent negotiations that may occur are confidential and are subject to the confidentiality terms and conditions of the Intent to Participate letter attached as Annex 1. All bidders are required to complete and return the Intent to Participate letter.
- ii. The issuance of this RFP in no way commits Gavi to make an award. Gavi is under no obligation to justify the reasons for its supplier(s) choices as a result of this RFP. Gavi may choose not to justify its business rewarding decision to the participants to this tender.
- iii. Gavi reserves the right to:
 - reject any proposal without obligation or liability to the potential Service Provider;
 - withdraw this RFP at any time before or after submission of bids, without prior notice, explanation or reason;
 - modify the evaluation procedure described in this RFP;
 - accept other than the lowest price offer;
 - award a contract on the basis of initial offers received, without discussions or requests for best and final offers;
 - decide not to award any contract to any Service Provider responding to this RFP,
 - award its total requirements to one Service Provider or apportion those requirements among two or more Service Providers as Gavi may deem necessary.
- iv. All bids must indicate that they are valid for no less than sixty (60) days from the quotation due date.
- v. Faxed copies will not be accepted. Late quotations are subject to rejection.
- vi. Gavi reserves the right to request additional data, information, discussions or presentations to support part of, or your entire bid proposal. Service Providers or their representatives must be available to discuss the details of their proposal during the evaluation process.
- vii. All responses should be submitted in electronic version.

- viii. The proposed time plan set out below indicates the process Gavi intends to follow. If there are any changes to this time plan, Gavi will notify you in writing.
- ix. If the applicant is a US Citizen or resident (Green Card holder) or a non-US person living or working in the US, they should be aware of OFAC regulations.

2.2. Time Plan

Event	Responsible Party	Time Lines
Launch RFP	Gavi	26 11 2018
Q&A sent to Gavi	Service Provider	05 12 2018
Send Intent to Participate letter	Service Provider	05 12 2018
COI letter sent to Gavi	Service Provider	05 12 2018
Gavi response to Q&A	Gavi	08 12 2018
Proposals received by Gavi	Service Provider	20 12 2018
Review Proposals	Gavi	10 01 2019
Selection	Gavi & Service Provider	15 01 2019
Negotiate Agreement	Gavi & Service Provider	15 01 2019

2.3. RFP Process and Contact Information

2.3.1. Instructions to Service Providers

Any Service Provider may request further clarification on matters pertaining to this RFP by submitting its question(s) in writing to the individual identified below. Due date for Q&A submission is stated in Section 2, para 2.2 Time Plan. In order to keep the RFP competition fair, questions on the substance of the RFP will only be answered in a public document released as stated in Section 2, para 2.2 Time Plan. Please do not contact other Gavi staff to discuss the RFP. To address your questions, please use the form attached as Annex 2.

2.3.1. Confirmation of Intent / Confidentiality

Please transmit your intent to participate using and signing the document in Annex 1. This RFP contains information that is confidential and proprietary as stated by the “Intent to Participate” document. Each Service Provider is required to transmit a written confirmation of intent or decline as stated in Section 2, para 2.2 Time Plan. Confirmations of intent should be submitted by email to the below mentioned contacts.

Acceptable means of transmission include computer file with digital signature.

Gavi Alliance RFP Contact Information			
Question Type	Contact Person	Contact Role/Title	Contact Information
Contractual RFP & Contract Terms & Conditions, Proposal Format, etc.	Procurement Owner	Romain NICOLAS	Phone: +41 22 909 71 68 Email: rnicolas@gavi.org

Gavi Alliance RFP Contact Information			
Question Type	Contact Person	Contact Role/Title	Contact Information
Technical RFP Deliverable Specifications & Requirements	Business Owner	Ms. Maryse Dugue	Email: mdugue@gavi.org

2.4. Required Proposal Format & Proposal Content

Responses to this RFP must consist of the following:

1. Cover letter, which includes:

- ✓ Name and address of the Service Provider
- ✓ Name, title, telephone number, and e-mail address of the person authorized to commit the Service Provider to a contract
- ✓ Name, title, telephone number, and e-mail address of the person to be contacted regarding the content of the proposal, if different from above
- ✓ A signature of this letter done by a duly authorized representative of your company

2. Electronic copy

- ✓ Documents and spreadsheets in **Office 2010 format.**
- ✓ Diagrams and drawings in **Visio 2010 or PowerPoint Office 2010 format**

Please do not submit generic marketing materials, broadly descriptive attachments, or other general literature.

2.5. Conflict of interest

No members of the team may have been involved in the design, implementation, supervision or coordination of any intervention to be assessed. Please complete, sign and send this conflict of interest as stated in Section 2, para 2.2 Time Plan.



Company Conflict Of
Interest Disclosure Fo

3. Gavi Overview

3.1. Our Mission

To save children's lives and protect people's health by increasing access to immunisation in poor countries. The Gavi Alliance is a unique organisation that aligns public and private resources in a global effort to create greater access to the benefits of immunisation. It does this with precision and in creative, innovative ways to ensure that donor contributions efficiently save lives and help build self-sufficiency in the world's poorest communities and regions. It brings together all the main actors in immunisation including developing country and donor governments, the World Health Organization, UNICEF, the World Bank, the vaccine industry in both industrial and developing countries, research and technical agencies, civil society organisations, the Bill & Melinda Gates Foundation and other private philanthropists.

For more information please visit the Gavi website: <http://www.gavi.org/about/mission>

4. Background and Context for This Analysis

It is estimated that more than half of Kenya’s urban population live in informal settlements where the provision of quality primary healthcare services requires further strengthening and investment. Nairobi is the largest city in Kenya and accounts for the highest urban population (3 million people), with Mombasa and Kisumu the second and third, respectively. The number of people living in urban poor areas has increased from approximately 1.5 million in 1990 to 6.4 million in 2014. The Government has worked to improve service availability in urban poor areas through the implementation of a policy extending opening hours of health facilities and the provision of mobile clinics, however, challenges in improving routine immunisation coverage, persist.

To complement ongoing efforts to improve the availability and quality of immunisation services, this project aims to strengthen service delivery in large population centres with a focus on improving the quality of services. The strategies which are developed as part of this project will inform potential additional investments in other urban centres across the country. The selection of the urban centres will occur in December 2018, also informed by the proposals received.

5. Requirements, Deliverables & Timelines

5.1. Requirements

The consultant/consultancy firm will be expected to work in Kenya in collaboration with country stakeholders, health and development partners and selected city leadership.

Qualifications

- Experience with urban planning and urban development is considered essential. Proven experience in working in planning and implementation of healthcare delivery programmes. Experience with immunisation programmes is an advantage.
- Strong skills in analysis, critical thinking and reporting. Ability to identify challenges and weaknesses, as well as the critical strengths to potentially develop.
- Must possess strong teamwork and team building skills
- Good oral and written communication skills in English and should be able to communicate well with senior government officials

5.2. Deliverables

Main Duties/Key Responsibilities

Deliverable	Timeline
<p>Proposed draft diagnostic methodology for priority urban areas to be submitted to Gavi and in-country EPI, health authorities and technical partners (WHO, UNICEF, etc.) for validation. The methodology should include;</p> <ul style="list-style-type: none"> (1) Review of ongoing urban health work to identify successful interventions (2) Health facility assessments (public and private facilities) in prioritised areas to identify issues of Missed Opportunities for Vaccination, cold chain functionality, 	<p>8 weeks after Start Date of the Services, indicated in Section IV of this Exhibit A-6</p>

<p>HR availability, data use and wait times</p> <p>(3) Mapping of service delivery providers (public and private) in prioritised urban areas</p> <p>(4) Focus group discussions (FGDs) with caretakers, civil society and frontline workers to review issues of quality of care, low demand and potential work environment challenges</p>	
<p>Report which includes the results of the review of ongoing interventions, health facility assessments and FGDs and includes detailed recommendations on policy, strategy, service delivery, and other changes required to sustainably increase immunization coverage for the urban areas and the (2) GIS mapping of public, non-government and private service providers, including an inventory of cold chain assets and functionality to inform improved health resource planning</p>	<p>4 months after Start Date of the Services, indicated in Section IV of this Exhibit A-6</p>
<p>Presentation of the report findings for discussion and consultation to prioritise activities for inclusion in the costed urban immunisation strategy</p>	<p>5 months after the Start Date of the Services, indicated in Section IV of this Exhibit A-6</p>
<p>Detailed 18 month costed urban immunisation strategy for selected urban areas (action plan, monitoring framework and budget) to improve immunisation coverage</p>	<p>7 months after Start Date of the Services, indicated in Section IV of this Exhibit A-6</p>
<p>Technical assistance to support the costed strategy inclusion in key country strategic and planning documents</p>	<p>8 months after Start Date of the Services, indicated in Section IV of this Exhibit A-6</p>
<p>Documentation of best practices and lessons learned, to be shared in planned regional/global urban immunization / PHC workshops, fora, publications, etc.</p>	<p>8 months after Start Date of the Services, indicated in Section IV of this Exhibit A-6</p>

5.3. Timelines

It is expected that the strategy will be reviewed and incorporated into country planning and investments in August 2019.

5.4. Decision Making Process

The decision to award any contract as a result of this RFP process will be based on Service Provider's responses to this RFP, quality of recommended expert resources and any subsequent negotiations or discussions.

The decision making process will consider the ability of each Service Provider(s) to fulfil Gavi requirements as outlined within this RFP, and cost of the review proposals will be evaluated as appropriate against the following criteria:

- Overall performance of the company:
 - Understanding of, and ability to, meet Gavi’s requirements and deliverables;
 - Service Provider’s qualifications, reputation and backstop support;
 - Experience in similar projects, especially for organisations with needs comparable to those of Gavi;
 - Track record of successful engagement in complex, multi-partner projects.

- Capabilities of the consultants:
 - Excellent skills and previous experience in strategy development for global health organisations;
 - Good knowledge of Gavi’s institutional or organisation policies, systems and procedures and established relationships with the Alliance partners;
 - Developing countries programme experience;
 - Ability to work collaboratively, under pressure, demonstrating initiative and flexibility
 - Strong oral and written communication skills;
 - Travelling may be required.

- Compliance with Gavi’s Partnership Engagement Framework principles:
 - Activities are clearly focused on transfer of skills, with clear indicators and goals towards achieving sustainability
 - At least 70% of fees (i.e. HR staff costs) must be on country-level staff (i.e. non-HQ/regional offices staff)
 - Non-activity expenses (i.e. travel, per diems, accommodation) are not to exceed 25% of the total contract amount
 - Clearly defined semi-annual milestones are reported via the Partner Portal
 - As much as possible, technical assistance is embedded within the EPI (or other MOH) team

- Pricing:
 - Professional fees;
 - Any other related cost showing value for money.

6. Financial Proposal

6.1. Requirements for Financial Proposal

The financial proposal should be a standalone document (using excel). This should:

- i. Provide full details of your financial offer. This should include fixed costs and any variable costs.
- ii. Indicate the components of your financial offer.
- iii. We recommend using the template inserted as Annex 3.
- iv. Provide the past 3 years’ Financial Statements, namely: Auditor’s page, Income/P&L, Balance Sheet & Cash Flow.**

Please note that in accordance with Gavi’s Headquarters Agreement with the Swiss Government Gavi is exempt from VAT, as well as customs taxes and duties in Switzerland. Consequently, your prices will have to be submitted to us net of any tax and in US\$. The necessary documents will be sent to the selected provider(s) upon the ordering procedure

7. Annexes

7.1. Annex 1: Written Intent To Participate



Intent to
participate.docx

7.2. Annex 2: Q&A Form



Q&A.docx

7.3. Annex 3: Financial Proposal Template



Budget Fin RFP.xls