

**REQUEST FOR PROPOSALS (RFP)
INVITATION NOTICE
RFP No. TGF-18-012**

Community, Rights and Gender Strategic Initiative (2017-19)

**Capacity strengthening of global and regional networks and coalitions of TB
advocates, TB activists and people affected by TB**

(the “Project”)

RFP Information Table	
Issue Date:	5 February 2018
RFP Closing Date:	5 March 2018
RFP Closing Time:	5 pm Geneva time
Proposal Submission Address:	By E-mail to Solicitation@theglobalfund.org, and Orion Yeandel at
Global Fund Contact Person and Contact Information:	Orion Yeandel at Orion.Yeandel@theglobalfund.org

1. The Global Fund to Fight AIDS, Tuberculosis and Malaria (the “Global Fund”) now invites proposals for the above-captioned Project.
2. The Statement of Work for the Project is attached hereto as **Attachment A**.
3. The Global Fund will evaluate all proposals received in response to this Request for Proposals (RFP) in accordance with the Evaluation Criteria in **Attachment B**.
4. The requirements and general information regarding the RFP submission are attached hereto as **Attachment C**.
5. Terms and Conditions is attached hereto as **Attachment D**.
6. This RFP is in line with the Global Fund’s **Procurement Regulations (2015, as amended from time to time)**, which may be found at <http://www.theglobalfund.org/en/business/>. The following are integral parts of this RFP:
 - a. The **Global Fund Solicitation Rules (2015, as amended from time to time)**, which may be found at: <http://www.theglobalfund.org/en/business/>;
 - b. The **Policy on Ethics and Conflict of Interest for Global Fund Institutions (2002, as amended from time to time)**, which may be found at:

https://www.theglobalfund.org/media/6016/core_ethicsandconflictofinterest_policy_en.pdf;
 - c. The **Code of Conduct for Suppliers (2009, as amended from time to time)**, which may be found at: <http://www.theglobalfund.org/en/business/>

- d. The **Sanctions Panel Procedures Relating to the Code of Conduct for Suppliers (2014, as amended from time to time)**, which may be found at <http://www.theglobalfund.org/en/documents/governance/>; and
- e. The **Global Fund Terms and Conditions of Purchase of Goods and Services (15 September 2015, as amended from time to time)**, which will also be an integral part of any contract resulting from this solicitation, and which may be found at <http://www.theglobalfund.org/en/business/>.

Submitting a proposal in response to this RFP constitutes an acceptance of the terms indicated herein and of the terms of each of these documents, and the Global Fund reserves the right to reject the proposal of any entity or individual, as the case may be, that fails or refuses to comply with, or accept, such terms.

7. This RFP shall not be construed as a contract or a commitment of any kind. This RFP in no way obligates the Global Fund to award a contract, nor does it commit the Global Fund to pay any costs or expenses incurred in the preparation or submission of proposals.
8. All communications with regard to this RFP shall be in writing and sent to the Global Fund Contact Person and Contact Information indicated in the above RFP Information Table.
9. Proposals must be submitted at the Proposal Submission Address, and received by the Global Fund by the RFP Closing Time and at the RFP Closing Date, all as indicated in the above RFP Information Table.
10. 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 two 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.

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**ATTACHMENT A
STATEMENT OF WORK**

I. Description

The Global Fund Board maintains its commitment to strengthened engagement of key and vulnerable populations in Global Fund related processes. For the 2017-2019 allocation period, an amount of 15 million dollars has been made available to resource the Community, Rights and Gender Strategic Initiative (CRG-SI). These funds will continue in support of three mutually reinforcing components implemented over 2014-2016, namely:

- Component 1: Provision of peer-to-peer civil society short-term TA;
- Component 2: Long-term capacity development of civil society organizations and networks of key and vulnerable populations; and
- Component 3: Regional platforms for communication and coordination.

Component 2 of the Strategic Initiative is of particular importance in regard to strengthening the capacity of civil society groups and networks to meaningfully engage in relevant policy and program processes at all levels. The CRG-SI is underpinned by the understanding that intensified efforts and investments will only achieve maximum impact communities actively participate in the design and implementation of health interventions that affect their lives.

Strengthening the capacity of networks and coalitions of TB advocates, TB activists and people affected by TB has been identified as one of the key areas for increasing investments under component 2 of the CRG-SI for the period of 2017-19. The consolidation of stronger TB constituencies represents a high potential of synergy with and therefore increased impact of the Global Fund and Stop TB Partnership intensified efforts in addressing TB in a more strategic and focused way. This includes USD 65 million in TB multi country grants in five main regions¹ (Eastern Europe, LAC, Eastern Africa, Western and Central Africa and Asia), as well as USD 10 million to support finding the missing people with TB in countries that currently account for 70% of all people with TB currently missed by health systems² ((Bangladesh, Cambodia, DRC, India, Indonesia, Kenya, Mozambique, Myanmar, Nigeria, Pakistan, Philippines, South Africa, Tanzania, Ukraine). The latter initiative includes support to Stop TB Partnership's Challenge Facility for Civil Society Round 8³, recently launched.

Against the above background, component 2 of the CRG-SI aims at supporting networks of TB activists in four main areas, namely: (i) capacity development and meaningful engagement; (ii) human rights and gender; (iii) community engagement for finding the missing people; and (iv) financial and technical cooperation. The support will be operationalized through the provision of grants of up to 24 months to global/and or regional networks of TB activists, able to mobilize and engage peer networks around the above mentioned objectives in at least one of or across the five key regions. Please note that, while the support should pay special attention to primary focus countries informed below, it can

¹ For more information on multi-country grants, please visit <https://www.theglobalfund.org/en/applying/multicountry-funding/>

² For more information on the Special Initiative to finding TB missing cases, please visit <https://www.theglobalfund.org/en/tuberculosis/>

³ For more information on the STOP TB Challenge Facility for Civil society, please visit: <http://www.stoptb.org/global/awards/cfcs/>

also be extended to TB networks of all countries eligible for Global Fund TB grants in the five regions listed in this RFP⁴.

- Region 1. Latin America and Caribbean (primary focus countries: countries covered by the TB multi-country grants)
- Region 2. Central and Eastern Africa (primary focus countries: Kenya, DRC, Nigeria, and Tanzania).
- Region 3. Southern Africa: (primary focus countries: Mozambique and South-Africa).
- Region 4. Eastern Europe (primary focus country: Ukraine).
- Region 5. Asia and Pacific (primary focus countries: Bangladesh, Cambodia, India, Indonesia, Myanmar, Pakistan and Philippines).

II. Objectives

The selected suppliers are expected to both strengthen their own capacity as regional/global network of TB activist and provide support to peer regional and local networks in the following key four areas:

1. *Capacity development and meaningful engagement*: To develop the capacity of networks of TB activists to enable them to meaningfully engage in and advocate towards policy and program design processes at all levels (*i.e.* from relevant high level policy discussion fora to country dialogue and other TB policy and program processes, particularly those linked to or supported by the Global Fund).
2. *Human rights and gender*: To more strongly address human rights and gender-related disparities in high-level discussions as well as in regional and national TB strategies/responses, with special attention to the policy agenda for key populations in the context of TB.
3. *Community mobilization and advocacy for finding missing cases*: To foster the development of innovative community mobilization approaches as well as community monitoring activities towards the finding of missing cases in 14 primarily focus countries (Bangladesh, Cambodia, DRC, India, Indonesia, Kenya, Mozambique, Myanmar, Nigeria, Pakistan, Philippines, South Africa, Tanzania, Ukraine).
4. *Financial and technical cooperation*: To facilitate regional dialogue with a view of strengthening cooperation and fostering technical and financial partnerships between networks of TB activists and relevant technical and financial partners.

III. Key activities

1. Example of activities linked to objective 1

- To represent the voices of and/or mentor the participation of networks and coalitions of TB activists in relevant high level discussions, as well as in global and regional dialogues on issues directly affecting the TB community.
- To mentor networks and coalitions of TB activists and strengthen their capacity to participate and effectively engage in TB related-decision making and planning at the country level, *i.e.* Country Coordinating Mechanisms (CCMs), National TB control Programs (NTPs), as well as ad hoc relevant national/regional events for TB.

⁴ See Global Fund eligibility list: https://www.theglobalfund.org/media/5601/core_eligiblecountries2017_list_en.pdf

- To mobilize, train and mentor networks and coalitions of TB activists towards stronger monitoring of domestic health commitments and increased government-civil society accountability on the implementation of National TB Strategies.
- To mobilize, train and mentor networks and coalitions of TB activists to conduct effective oversight and monitoring of TB related grants supported by the Global Fund, particularly at the community level.
- To support the design and implementation of local, regional and country advocacy plans that capture the priorities of regional TB affected communities in accessing integrated health services at both facility and community levels.

Example of activities linked to objective 2

- To provide technical support to TB networks and coalitions of activists in developing robust analysis and achieve deeper understanding of social, gender and human rights-related issues in TB, with a view of enabling the identification and documentation of human rights and gender barriers, as well as their inclusion in policy and program making processes, specially, but not limited to, those linked to or supported by the Global Fund.
- To mobilize TB networks and coalitions to actively participate in gender assessments of national TB responses, as well as in advocating on eventual implementation of prioritized recommendations that come out of the assessments.
- To provide technical support to TB networks and coalitions of activists in accessing, understanding and making use of relevant data in countries that have recently gone through legal environment assessments, human rights baseline assessments and gender and TB assessments as part of the Global Fund and Stop TB support on data and evidence gathering.
- To document and disseminate examples of approaches and interventions that effectively address social, gender and human rights issues and barriers within the context of TB, with particular attention to the situation of key, vulnerable, marginalized and underserved populations⁵.
- To provide technical support for advocacy towards the integration of human rights and gender barriers approaches into existing national information and education tools developed by country TB programs.

Example of activities linked to objective 3

- To support the establishment of and/or strengthening of local networks and coalitions of TB activists in countries targeted by the TB Finding Missing Cases Strategic Initiative.
- To mentor and provide technical support to networks and coalitions of TB activists in meaningfully engaging in the design and implementation of TB Finding Missing Cases Strategic Initiative in 14 focus countries, as well as in relevant instances of coordination and decision making (i.e. CCMs or any other *ad hoc* structure to oversee the implementation of the initiative).

⁵ Prisoners, people living with TB/HIV co-infection, migrants, refugees and indigenous populations are highly vulnerable to TB, and experience significant marginalization, decreased access to quality services, and human rights violations. All people who have, or have survived, TB are considered as a key population for TB.

- To mentor and provide technical support to networks and coalitions of TB activists in developing/consolidating innovative community outreach and mobilization, as well as community-led monitoring approaches for social accountability within the scope of the implementation of the TB Finding Missing Cases Strategic Initiative.

Example of activities linked to objective 4

- To facilitate regular dialogue between networks and coalitions of TB activists and national/regional/global technical stakeholders (UN agencies, civil society organizations, as well as multilateral/bilateral donors and TA providers) to leverage mutual learning processes, advocacy and overall coordination around policy issues related to the TB response.
- To disseminate information and provide support to networks of TB activists in identifying and applying to relevant funding opportunities, including the Stop TB Challenge Facility Initiative.
- In coordination with the work of the CRG Regional Platforms, to support the organization of regional workshops and roundtables with donors and technical partners, with a view of catalysing discussions on innovative and sustainable ideas for strengthening TB communities, both technically and financially.
- To reach out to technical and financial stakeholders to strategically explore and initiate partnerships in order to leverage the provision of funding and capacity development support for networks and coalitions of TB activists.

V. Time schedule

All contracts signed under this RFP may cover an 18-24 month period, as per the CRG-SI implementation period through to **30 December 2019**.

VI. Conditions

The service providers are expected use an approach that is both collaborative and highly professional to ensure high-quality products and service delivery. The service providers must establish and maintain open communications with the Community Rights and Gender Department of the Global Fund and, when relevant, with other Global Fund Secretariat Staff and country level stakeholders.

In accordance with standard terms and conditions, apart from disclosures, consultations with third parties and peer reviews required for the timely and effective completion of this assignment, the service providers shall not publish, present or cause to be published the results of this assignment without prior written consent of the Global Fund.

The service providers should keep confidential all non-public information known to them due to conducting this review. This includes, without limitation, analyses performed and viewpoints expressed by key informants.

**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	Max. score
a. Technical structure/ organizational capacity	30 points
The extent to which the concept paper was able to show that the organization was able to deliver high standard outcomes that contributed to the strengthening of civil society actors by civil society actors.	
a. Technical approach	40 points
The extent to which the proposed approach and methodology contained in the statement of work are solid, feasible, implementable, effective, and relevant as demonstrated in the concept paper.	
b. Expertise and qualifications	30 points
The extent to which the applicants have demonstrated to have sufficient personnel with the necessary education, training, technical knowledge, and experience for their assigned functions.	

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 US Dollars.

ATTACHMENT C
PROPOSAL REQUIREMENTS & GENERAL INFORMATION

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 can be in MS-Word or MS Power Point 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.

Please send your cost proposal and technical proposal separately, with two different emails. Your Proposals should contain:

Technical proposals will be able to demonstrate the following:

- Ability to work with and/or articulate with local and regional TB constituencies as well as relevant technical partners in at least one of the 5 priority regions;
- Excellent understanding of the TB dynamics in one of the 5 regions listed in the RFP, and the related social, human rights and gender-related barriers to accessing TB services;
- Excellent understanding of NTPs in the proposed region, as well as the funding architecture and technical partnerships around them;
- Expertise and track record in conducting analysis on human rights barriers to accessing health services, gender equality, community responses and systems within the context of TB control;
- Substantial expertise and track record on conducting budget and expenditure analysis, as well as monitoring program implementation in order to strengthen the accountability between government authorities and civil society stakeholders;
- Demonstrated capacity to mobilize financial and technical partnerships at the local and regional level towards impact;
- Demonstrated capacity to mobilize communities towards advocacy and engagement in Global Fund and related national and regional processes;
- Knowledge of the Global Fund mandate, strategy and business model.

1.1 Concept paper (max 2 pages), containing the following information:

- A designated Technical Coordinator;
- Overview of the applicant (e.g. location, structure, number of staff, revenue etc.)
- The applicant's profile, including the countries where it operates, strategic partnerships and the main activities performed in the past 2 years;
- The applicant's approach to identify and address community mobilization and capacity development needs within the TB community;
- The link between the work of the applicant and the objectives of component 2 of the CRG-SI, as per described in this RFP.

1.2 Action plan for supporting the CRG-SI throughout 2017-2019 (max 3 pages), containing:

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- A detailed description of the priority programs to be funded by the CRG-SI grant, including the key objectives, milestones, expected partnerships and key expected outcome for the target key population and constituencies affected;
- List of priority countries where the proposed programs will be implemented;
- Description on how the program will be monitored and how the results will be measured;
- Details on how target communities and key populations will be involved in program development, implementation and monitoring of the program.

1.3 Evidence of technical expertise (max 2 pages for each CV attached), including the following:

The proposal should include at least 3 CVs of key members of the applicant's network – Including the CV of the designed Technical Coordinator - who will be directly responsible for implementing core capacity development activities.

1.4 Key population's references

Applicants may enclose one or more letters of reference from key population networks or networks of TB activists from countries or regions where the applicants has activities, describing why they believe that the applicant's work plan can contribute to their engagement should be funded by the Global Fund.

1.5 Budget Proposal

Applicants should submit their budget proposal to achieve the objectives stated in this RFP either in a single region or up to all the 5 regions in section 1 of this RFP. The budget proposal should be denominated in US dollars and include the following:

- Detailed breakdown of activities mentioned in the work plan – as per technical proposal presented - and related costs attributed to each partner of the consortium or network.
- Monthly net staffing costs, including salaries and all social benefits;
- Administrative fees;
- Monitoring and evaluation activities
- Breakdown estimate of any other direct and indirect costs, which are considered necessary for completion of the work.
- A statement of Acceptance of the Global Fund's Standard Terms and Conditions of Purchase of Services dated 15 September 2015

Please state assumptions made when submitting pricing including any additional options, and stating all conditions.

1.6 Budget ceilings and conditions

- The budget proposal should cover a minimum of 18 and a maximum of **24 months**, within the period of January 2018 to December 2019.

- Regional networks of TB activists willing to implement in one single region can apply to a minimum of **US\$ 50,000.00** and a maximum of **US\$ 100,000.00**.

-Global Networks willing to implement across the 5 key regions stated in this RFP can apply to a maximum of **US\$ 300,000.00**.

- Final **awards are to be decided by the Global Fund** based on the soundness and relevance of the proposals to the region, as well as on other factors such as the number of countries covered in the proposal and number of grantees selected for final award.

1.7 Other supplementary documents

In addition, potential suppliers may add any other documents they see relevant to clarify their expertise in conducting this work.

1.8 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

The full proposal must be submitted no later than **5 pm Geneva time, 5 March 2018**.

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 labelled as follows:
Your organization name – technical proposal – TGF-18-012
Your organization name – cost proposal – TGF-18-012

2. Specific Instructions

Period of validity

Proposals should be valid for a period of 3 calendar months 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). All communication in respect to this RFP shall be in English.

3. 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.

ATTACHMENT D
THE GLOBAL FUND TERMS AND CONDITIONS OF PURCHASE OF SERVICES
15 September 2015
