

**REQUEST FOR PROPOSALS (RFP)
INVITATION NOTICE
RFP No. TGF-16-092**

**Programs to reduce human rights barriers to HIV, TB and malaria services:
Baseline Assessments (the “Project”)**

RFP Information Table	
Issue Date:	14 July 2016
Q&A Session:	25 July 2016, from 3 - 4:30pm Geneva time <i>To express interest in attending, please contact Manon van Rijswijk: manon.vanrijswijk@theglobalfund.org.</i>
RFP Closing Date:	22 August 2016
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: <http://www.theglobalfund.org/en/documents/governance/>;
 - c. The **Code of Conduct for Suppliers (2009, as amended from time to time)**, which may be found at: <http://www.theglobalfund.org/en/documents/governance/>;
 - 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 and number of assessment specified in this Solicitation. The Global Fund may, subject to the agreement of the parties, extend the(se) contract(s) for an additional period or increase the number of Assessments. 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. Introduction

The Global Fund to Fight AIDS, TB and Malaria is formally committed to human rights-based approaches to fighting the three diseases in its mandate. The Global Fund's Strategy for 2017-2022 includes a strategic objective to **“introduce and scale up programs that remove human rights barriers to accessing HIV, TB and malaria services”**. Through this commitment, the Global Fund has recognized that programs to remove human rights barriers are critical to ensure that the health services supported by the Global Fund reach and are taken up by those most affected by HIV, TB and malaria, including persons made vulnerable by discrimination and criminalization.

The strategic commitment is supported by corporate Key Performance Indicators (KPIs) 9a-c that will measure, respectively:

9a. the extent to which comprehensive programs aimed at reducing human rights barriers to services are implemented in the 15-20 countries that will be selected for an intense effort;

9b. the (increase in the) percentage of the allocation in middle income countries that will be devoted to (a) key population programs and (b) programs to reduce human rights barriers to services; and

9c. in countries nearing transition, the percentage of spending on these programs that is paid for from domestic resources.

In addition, proposal requirements in the Global Fund's Sustainability, Transition, and Co-Financing Policy have been strengthened to require that all grants in middle-income countries include programs to reduce human rights and gender-related barriers to services, while low-income countries are “strongly encouraged” to do so.

Programs that reduce human rights barriers to access to services have been well defined for HIV. The categories of programs identified by UNAIDS, approved by UN member states, and endorsed by the Global Fund as effective for reducing human rights barriers to HIV programs are as follows: (a) stigma reduction; (b) sensitization of health care workers; (c) training of law enforcement officials; (d) reduction in harmful gender norms and violence against women; (e) legal/rights literacy; (f) legal services; and (g) reform of laws, policies and practices that impede access to services.¹ The Global Fund used to have a “removing legal barriers” module, and an info note on human rights, HIV, TB and malaria that encouraged country coordinating mechanisms (CCMs) and other applicants for Global Fund support to include most of these services in their grant proposals and funded programs. The module and info note are being revised to align with the seven UNAIDS “key programmes.”

With respect to TB, programs to reduce human rights barriers are being identified by a Global Fund working group (composed of technical partners, TB and human rights experts, Global Fund staff, community representatives and others), but they are likely to include (a) stigma reduction, (b) legal/rights literacy, (c) reduction of gender-based inequality and stereotypes, (d) addressing barriers to services in prisons, (e) addressing poverty-related exclusion, and (f) addressing discrimination against migrants and other vulnerable persons.

¹ UNAIDS. *Guidance note. Key programmes to reduce stigma and discrimination and increase access to justice in national HIV responses*. Geneva, 2012. (http://www.unaids.org/sites/default/files/media_asset/Key_Human_Rights_Programmes_en_May2012_0.pdf)

With respect to malaria, which is not subject to stigma in the way that HIV and TB are, a working group is also identifying programs to reduce human rights barriers. In some settings, for example, it has been documented that program effectiveness and reach are impeded by gender-related barriers and discrimination against refugees, lack of malaria prevention services for certain categories of workers, and exclusions related to poverty and geographical remoteness.

While the Global Fund has encouraged CCMs to include programs such as these in their proposals, in general the uptake has been poor. Many grants do not contain any programs to remove human rights barriers, or include only one or two of them. Even where grants include some of the programs, they are available only in a few settings and reach only a small proportion of people in need.

1.1. Objective

The Global Fund has started undertaking a multi-pronged initiative to vastly scale up programs to reduce human rights barriers to services for the three diseases. One of the elements of this initiative is to provide support to 15 to 20 countries both for the significant expansion of programs to reduce human rights barriers to HIV, TB and malaria services and for the rigorous evaluation of the effectiveness, sustainability and costs of these programs. Evidence already exists to justify support to these programs, but this work in a limited number of countries should contribute significantly to that body of evidence, including to cost information, which is often lacking in existing studies.

2. Scope of Work

This request calls for budgeted proposals from research teams for replicable baseline assessments of existing human rights barriers to services for the three diseases and existing programs to address those barriers in a given country (or sub-national jurisdiction). The Global Fund is especially interested in receiving proposals covering all or most of the countries that are part of this research, or at least proposals that cover one or more regions. The countries that are short-listed for this exercise are noted in Annex A, and additional information about the Global Fund's overall plans to scale up programs to reduce human rights barriers to health services is in Annex B. The final list of countries will be available by the end of July 2016.

It is planned that at least two baseline assessments will be undertaken in October 2016. Lessons learned from these assessments will be incorporated into any future assessments. Five to six additional assessments shall be undertaken by the end of 2016. All assessments will have to be completed by April 2017.

Research teams will also be expected to participate in the development of 5-year plans to scale up programs to reduce human rights barriers to services, based on the baseline assessments, and in meetings to validate the plans. This will require reviewing draft plans and commenting on them, and travel to, and participation in, a meeting or meetings in the country of assessment, approximately 2 months after the assessment is completed.

I. Details of the baseline assessment

This section describes elements of the baseline assessment that should be addressed in detail in the proposals responding to this RFP.

- A. Country-specific review: In each country, the Global Fund will specify whether one, two, or all three diseases are to be included. The research team will conduct a rapid

review of existing literature, including peer-reviewed and grey literature, and data relevant to the items noted in Table 1 below, particularly focusing on the importance of human rights factors in the epidemiology of the diseases in question and human rights barriers to health services; populations most affected by those barriers; and the existence, effectiveness, nature and extent of programs meant to reduce those barriers. Teams should also take stock of existing M&E systems. Secondary data analysis may be necessary, as well as triangulation of data from multiple data sources. The review and meta-analysis should be largely completed before the in-country work of the baseline assessment.

- B. Choice of study location: In some countries, it will not be possible in the time allotted for this work to collect data covering the entire country. If not already specified by the Global Fund, the research team should include in their proposal a description of the sub-national district(s) or municipality(s) that will be included in the assessment and a justification for this choice. The choice of sub-national jurisdictions should generally be related to factors such as higher disease prevalence, the presence of key affected populations, infrastructure-related factors, the presence of key local partners, and the existence of data or data collection mechanisms.
- C. Local collaborators: Proposals, whether they come from a team not based in the country where the assessment takes place or from a team based in the assessment country, should specify how the baseline assessment will involve local community-based organizations, organizations representing key affected populations, academic and other experts, human rights and other institutions, local government including CCMs, national health programs, national M&E system, technical partners including UN agencies in country, and so on; and what collaborations, if any, already exist. Where there are no existing organizations representing key populations and/or people with TB or malaria, proposals should propose methods for engaging these populations.
- D. Topics to be assessed: Assessment topics and suggestions of methods are noted in Table 1. The suggestions of methods are just that – suggestions. The proposals received in response to this RFP should specify methods to be used and brief justifications of choices of methods. Ultimately, since we aim to get comparable data for all 15-20 focus countries, it will be important to harmonize the methods applied across the board. Assessment methods and frameworks that illustrate and prioritise the use (and triangulation, where possible) of existing data sources and systems are strongly encouraged.
- E. Level of Effort: The approximate time expected for the baseline assessment is as follows:

Weeks 1-3: Literature review report submission and preparation for field work
Weeks 3-9: Data collection in the field
Weeks 10-13: Analysis and write-up
By end of week 13: Assessment report submitted

Comments on draft plans to scale up programs to reduce human rights barriers to services will be due around week 16, and in-country or regional meetings to discuss the plan(s) will be held around week 20. As mentioned above, the research team will be expected to participate in the review of the plans and in the meetings, but these will be developed and organized by others, to maximize country buy-in and ownership.

- F. Replicability: The Global Fund plans to re-assess many of the elements of the baseline assessment twice over the next 5 years. It is crucial that the methods of every element of data collection be clearly documented. The assessment report will include observations from the researchers about lessons learned from the data collection process, especially suggestions for future replication of the various data collection activities.

Topic to be assessed	Suggested method or data source	Comment (analysis of existing evidence encouraged for all topics)
1. Human rights barriers to services for the specified diseases		
Nature of barriers: overview	Key informants, both rights-holders and duty bearers (qualitative)	May be useful to reference lit review
For each barrier identified, estimate the extent to which the barrier impedes access to services, including health consequences of the lack of access to services if possible	Quant methods (survey/rapid assessment of affected pops)	Secondary analysis of existing data may be required Proposal should specify how the rights of key affected populations will be protected in data collection.
For each barrier identified, assess ways in which the barrier is experienced by users or potential users of services, which populations are particularly affected and how	Quant or qual	
For each barrier related to health service provider attitudes/practices, assess extent and nature of relevant attitudes/practices, which health workers are particularly important and why	Health worker and clients surveys/rapid assessment	Proposal should specify protections of the rights of health workers and clients in data collection process.
For barriers related to law enforcement practices, assess nature and extent of barriers from police and key populations perspective	Key informant interviews	
For barriers related to law or policy, assess nature and extent of barrier and prospects for reform	Key informants	Analyze, where available, Legal Environment Assessments, desk reviews of laws and policies
2. Programs to address human rights barriers: <u>For each program category identified (see program categories noted in section I), the following elements should be assessed:</u>		
History of the program and all institutions, entities, funders involved	Key informants	
Nature of the program: precise assessment of strategies and activities	Program docs, key informants	
Reach/coverage of the program: who is included, who is excluded	Quantitative info needed	Reference may be made to existing evaluations
Effectiveness/acceptability of the program as experienced by the ultimate beneficiary/target of the intervention	Rapid survey or structured qual	Reference may be made to existing evaluations
Effectiveness/acceptability of the program as experienced by health workers or other pertinent groups	Rapid survey or structured qual	
Cost of the program: fixed and variable unit costs, changes in cost over time, detailed budgets and cost per user if possible	Key informants, Human Rights Costing Tool	
Extent and nature of participation in the program of human rights institutions, community-based organizations, key population organizations, etc. and lessons from that participation		
Analysis of the extent to which the existing program meets the need, addresses identified barriers; if not, what it would take to meet the need (i.e. program initiatives and their costs, what an appropriate scale would be); summary of programs needed where none exist		

Analysis of the results frameworks of the programs in place, and theory of change behind interventions that have been/are being implemented		
How the impact (in particular, health impact) of bringing the program to scale shall be monitored and evaluated, using qualitative and quantitative measures		

3. Timelines

The service provider is expected to start no later than **October 1, 2016** and must hand over all deliverables per agreed timelines, with the last deliverable due by **April 30, 2017**.

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.

The Global Fund invites qualified service providers to submit proposals related to the delivery of professional services aiming at undertaking baseline assessments of human rights barriers to services, ways to overcome them, and the cost of overcoming them, in 15 to 20 countries.

The firm/university department/consultant (s) assigned are expected to have a proven track record of similar assignments and be able to demonstrate its experience in undertaking similar assessments through references and concrete examples. Please provide a minimum of 2 verifiable references with contact name, phone and email.

Minimum requirements for the (team of) consultants would include:

- Expertise in working in Global Fund recipient countries.
- Familiarity with the Global Fund and how it operates in countries.
- Excellent working knowledge in English. Project deliverables must be in English. Knowledge of French, Russian or Spanish would be highly desirable for assessments in French, Russian and Spanish-speaking countries.
- At least 7 years of relevant professional experience in undertaking similar assessments
- Significant experience in: (a) analyzing human rights barriers to services for HIV, TB and malaria; (b) the programs that can overcome such barriers; (c) analyzing challenges and opportunities for scaling up such programs; (d) costing the programs and their scale up; (e) monitoring and evaluating the impact of scaling up such programs (with a focus on health impacts, including uptake of and retention in health services)
- Experience in working with people living with the diseases and key population representatives, as well as with government representatives
- Demonstrated willingness to collaborate with, and where needed build the skills of, researchers in the 15 to 20 countries in which the assessments will be undertaken
- Proven communication skills.

NOTE: The illustrative level of effort for this activity is a total of 30-50 work days, depending on factors including the size of the country and its epidemics, whether one, two or all three diseases will be the subject of the examination, local capacity, etc.

Proposals are expected to not exceed US \$ 125,000 per assessment (including travel and all other costs) in large countries with complex epidemics, and to be below US\$ 65,000 for smaller countries with less complex epidemics.

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

Category	Points
a. Technical approach <ul style="list-style-type: none"> • Understanding of the objective and scope of work: The extent to which the proposal demonstrates responsiveness to the nature and scope of the work being undertaken (see Attachment A) and the environment in which the work must be performed. • Methodology and tools: The appropriateness and relevance of the proposed methodology. • Meaningful participation in the baseline assessments of key affected populations and organizations representing their interests. Proposals should include details of how key populations will be involved and how their rights will be protected in all data collections activities in which their meaningful involvement is proposed. 	50
b. Past experience and Capabilities <ul style="list-style-type: none"> • The extent to which the applicant can demonstrate having experience in similar context. 	50
c. Qualifications of Team <ul style="list-style-type: none"> • The extent to which the applicant has demonstrated to have sufficient human capacity to undertake the project with the necessary education, training and technical knowledge. 	30
d. Capacity to undertake the needed work within a short timeframe <ul style="list-style-type: none"> • The extent to which the applicant has demonstrated to be able to build a team or teams and to work in collaboration with others to undertake such a complex task in the short timeframe of the assignment. 	20

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 100 out of a maximum of 150 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.

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

a. Technical Proposal

The supplier is required to produce a **proposal** of no more than 10 pages describing the recommended approach towards the objectives and deliverables highlighted in Attachment A. Also attached should be the following:

- Project schedule and timeline
- Proposed team composition, responsibilities and structure
- Various assumptions and risks that are considered in the proposal

The following documents should be attached to the proposal:

- CV (resumes) not exceeding 5 pages for each team member focusing on work experience and qualifications which correspond directly to the requirements set out in the scope of work, educational qualifications, language qualifications (English is mandatory and French and Spanish are an asset), publications, etc. (see Attachment B: Evaluation Criteria).
- Supplier past performance document (not exceeding 5 pages) providing information on three recent contracts executed within the last five years which are similar in nature to the technical requirements of this solicitation including the place and period of performance, information regarding client and contact details, description of work and lessons learnt. The Global Fund reserves the right to contact any persons listed in your past performance document in order to gain a better understanding of the supplier's past performance in delivering similar services to former client.
- In addition, potential suppliers may add any other documents they see relevant to clarify their expertise in conducting this work.

b. Cost Proposal/Estimated budget <submit as separate e-mail, see below>

The cost component must cover all the services requested in the scope of work outlined in the concept paper and must be in US Dollars. The cost tables and accompanying notes must show the composition of all cost elements, including fees and profits. It must include the following:

- Number of estimated working days and daily rate.
- Cost breakdown of professional fees (working days, daily rates and expenses).
- Cost breakdown of expenses

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

The full proposal must be submitted no later than **5 pm Geneva time, 22 August 2016**. 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-16-092
Your organization name – cost proposal – TGF-16-092

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.

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