Request for Consultant Services Proposal (RFP)

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| Solicitation Title: | National Consultant to provide strategic data and information in support of the development of the HIV sustainability framework and roadmap |
| Solicitation Number: | 020 |
| Submit Questions and Proposal to: | procurement\_epic.tj@fhi360.org  |
| Date of Issue of RFP: | May 17, 2024 |
| Date Proposal Due: | May 27, 2024 |
| Duration: | Service Agreement shall be signed from June until September 30, 2024.  |

FHI 360 is a global organization that mobilizes research, resources and relationships so people everywhere have access to the opportunities they need to lead full and healthy lives. With collaborations in over 60 countries, we work directly with local leaders to advance social and economic equity, improve health and well-being, respond to humanitarian crises, and strengthen community resilience. We share data-driven insights and scalable tools that expand access and equity so communities can effectively address complex challenges, respond to shocks and achieve thriving futures.

**Project Background**

The Meeting Targets and Maintaining Epidemic Control (EpiC) project lead by FHI 360 is an eight-year initiative initially designed to provide strategic technical assistance and direct service delivery to achieve control of the HIV epidemic and promote self-reliant management of national HIV programs by improving HIV case finding, prevention, treatment programming, and viral-load suppression. EpiC was modified in early 2020 to include improvement of health systems’ capacity to respond to the COVID-19 pandemic. In August 2022, EpiC was modified again to respond to Mpox.

EpiC received funds in 2023 and started a new USAID Global Health Security Program (GHSP) project in Tajikistan in 2023. Designed to help the country better respond to any possible future pandemic, this new program will assist Tajikistan to detect infectious disease threats early, respond rapidly and effectively to new outbreaks, and prevent those outbreaks that are avoidable.

**Purpose:**The overall objective of the consultancy is to provide the Technical Expert on drafting the HIV Sustainability Roadmap with data and information support in developing the HIV Sustainability Roadmap in Tajikistan. The roadmap should adapt the concept of transformative response to the context of Tajikistan, through country-driven and owned processes, utilizing specific data to delineate the strategies and actions at the country level that will achieve and maintain impact.

**Key Responsibilities:**

Under an overall guidance of the FHI 360 Project Director for EpiC Tajikistan and technical inputs from UNAIDS, the Consultant will perform, but will not necessarily be limited, to the following tasks:

* Collect existing research and date to conduct targeted current-state assessment (desk review)
* Contribute to consultations with key stakeholders, including government, donors, CSOs and communities to gather information, and identify the current state of the HIV response.
* Assist in drafting results from assessment per technical domains and identifying high-level outcomes necessary to address current gaps and challenges per technical domains.
* Contribute to gap analysis (current versus future state) and prioritization and rationalization of the high-level outcomes based on feasibility and expected impact.
* Contribute to the future-state description informed by high-level impact targets.
* Contribute to establishing change objectives.
* Assist in completing the roadmap Part A template and its presentation at the stakeholders’ meetings.

**Minimum qualification requirements:**

1. Minimum bachelor’s degree or higher in medicine, public health, or related field. A master’s degree in a related field will be an added advantage;
2. Minimum 5 years of demonstrated experience in health systems strengthening programs, including HIV;
3. Demonstrated knowledge of the public health in Tajikistan:
4. Proficient in developing national regulatory documents related to HIV/AIDS;
5. Demonstrated expertise in conducting surveys and assessments;
6. Experience of organizing HIV/AIDS research in the Republic of Tajikistan
7. Demonstrated report writing and presentation skills;
8. Strong Tajik written, oral, and presentation skills. Basic or advanced English is an asset;
9. Ability to communicate effectively in writing and orally and interact with various national and international partners;
10. Experience in conducting official correspondence with the ability to draw up regulatory documents, draft orders and other documents.

**Contract mechanism:**

Service Agreement with a fixed price in Tajik Somoni will be concluded with the candidate whose proposal most closely matches the requirements described in this request.

**Reports to:**EpiC Tajikistan HIV Program Manager

**Terms of payment:**

Payments shall be made based on performance, according to the working schedule. FHI 360 reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered, or for failure to meet deadlines.

**Required Documentation:** Applications must include the following components:

1. CV/Resume.
2. Cover Letter outlining GROSS **Daily Rate** in Tajik Somoni.
3. At least 1 recommendation letter.

**Evaluation Criteria:** The proposals will be evaluated against the following criteria:

1. Education (25%)
2. Experience in data collection and research, including analysis (25%)
3. Experience in developing country strategic and operational documents and/or plans (25%)
4. Proposed rate (25%)

**Response deadline & format:**

1. Responses to this RFP should be submitted by email to procurement\_epic.tj@fhi360.org with the Subject line: **“National Consultant to provide strategic data and information in support of the development of the HIV sustainability framework and roadmap”**
2. Responses must be received no later than **May 23, 2024, 2024, 5:00 PM Dushanbe time**. Proposals received after this date and time may not be accepted and shall be considered non-responsive.
3. Clarificatory questions will be accepted until **May 27, 2024**, and should be submitted only by e-mail to procurement\_epic.tj@fhi360.org

**FHI 360 Disclaimers**

* FHI 360 may perform a background check on any selected Consultant candidates.
* FHI 360 may cancel the solicitation and not award
* FHI 360 may reject any or all responses received
* Issuance of the solicitation does not constitute an award commitment by FHI 360
* FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
* FHI 360 will not compensate any offeror for responding to solicitation
* FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
* FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
* FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition