Request for Consultant Services Proposal (RFP)

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| Solicitation Title: | Risk Communication and Community Engagement (RCCE) Consultant |
| Solicitation Number: | 028 |
| Submit Questions and Proposal to: | procurement\_epic.tj@fhi360.org  |
| Date of Issue of RFP: | August 12, 2024 |
| Date Proposal Due: | August 21, 2024 |
| Duration: | Service Agreement shall be signed from August until September 30, 2025.  |

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 2023, EpiC was modified again to implement global health security (GHS) programming. Currently in Tajikistan, EpiC has active HIV, COVID-19 and GHS projects.

**Purpose:**The RCCE Consultant will work closely with the Ministry of Health and Social Protection of the Population of the Republic of Tajikistan, the Republican Center for Healthy Lifestyle Formation (RCHRF) and other government partners, implementing partners and the EpiC Tajikistan project team to ensure smooth implementation of the Project activities. The Consultant will provide technical support to the EpiC GHSP team in Tajikistan to strengthen the capacity of communities in prevention, timely detection and effective response to cases of communicable diseases in their areas of residence.

**Key Responsibilities:**

* Development of an action plan to strengthen community capacity for prevention, timely detection and effective response to communicable diseases at the community level;
* Community mapping to identify community assets, communication entry points, key opinion leaders and potential partners for activity implementation;
* Support in the conducting assessment of knowledge, attitudes, practices, behaviors, skills and awareness of the population about the origin, prevention measures, transmission routes and the procedure for informing the competent authorities about priority pathogens (CCHF, Dengue, Zika virus, Tularaemia, Plague, Tick borne encephalitis virus, West Nile virus, Leishmaniasis, Q Fever, Antrax, Brucellosis, Rabis, E coli, Salmonellosis, Avian Flu, Lyme Disease, HIV, TB);
* Based on the results of the assessment, identification of socially active community members who are able to influence the population and formation of volunteer groups that will be responsible for strengthening the capacity of communities to detect, prevent and report cases of priority pathogens;
* Based on the gaps identified during the assessment, develop a training module to train the formed groups of volunteers on the origins, prevention, transmission and reporting of priority pathogens to the competent authorities and well as in effective behavior change communication and community engagement approaches before during and after a disease outbreak;
* Conducting training among the formed groups of volunteers on the origins, prevention, transmission and reporting of priority pathogens including community engagement and behavior change communication approaches to inform and motivate the affected population;
* Development of information, education, and communication materials, including key messages, on priority pathogens for the communities;
* Monitoring of the activities of trained volunteers to raise awareness among the population on detection, prevention and reporting of cases of priority pathogens.

**Minimum qualification requirements:**

1. Minimum Bachelor's degree or higher in communication, journalism, behavior change, outbreak/emergency management, public health or related degree. Master's degree in a related field will be an added advantage. Minimum of 5 years of proven experience in communication, behavior change, social science research, behavior research and/or community engagement;
2. Skills in conducting community-based assessment activities on the field and through focus group formation and key informant interviews;
3. Skills in developing training programs and conducting community trainings on public health topics;
4. Demonstrated knowledge of the public health context in Tajikistan;
5. Demonstrated report writing and presentation skills;
6. Strong written, oral and presentation skills in Tajik. Basic or advanced English will be an advantage;
7. Experience of collaboration within the projects and coordinating efforts with other program staff, other international health agencies, and private and non-profit organizations.
8. Experience in developing and implementing community-based programming aimed at promoting health during disease outbreaks. Experience in community engagement and communication during the COVID-19 pandemic preferred.

**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 Global Health Security 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 in communication, behavior change, social science research, behavior research and/or community engagement (25%)
3. Skills in developing training programs and conducting community trainings on public health topics (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: **“Risk Communication and Community Engagement (RCCE) Consultant”**
2. Responses must be received no later than **August 21, 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 **August 16, 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