Request for Consultant Services Proposal (RFP)

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| Solicitation Title: | Government Relations Liaison (Consultant) |
| Solicitation Number: | 029 |
| Submit Questions and Proposal to: | procurement\_epic.tj@fhi360.org  |
| Date of Issue of RFP: | September 03, 2024 |
| Date Proposal Due: | September 16, 2024 |
| Duration: | Service Agreement shall be signed from October 2024 until September 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:**EpiC project is currently seeking qualified candidates for the position of **Government Relations Liaison (Consultant)** in support of the EpiC HIV and GHS projects in Tajikistan.

The Government Relations Liaison (GRL) reports directly to the EpiC Tajikistan Project Leadership Team and is responsible for strengthening and maintaining strategic, effective and collaborative partnerships with the government institutions and acting as an intermediary between the EpiC and all levels of government, e.g. relevant government ministries and agencies. GRL will effectively coordinate and maintain all government relations activities and ensure successful resolving of any project issues related to the government structures. The GRL will also be responsible for maintaining, further developing, and growing EpiC’s existing network and communication channels with the Government institutions of Tajikistan.

**Key Responsibilities:**

* Liaise with relevant government authorities and maintain strategic relations with them to support program operations and communications efforts of EpiC Tajikistan to receive project objectives.
* Communicate and advocate EpiC Tajikistan priorities to local, regional and national government officials and staff of government institutions.
* Monitor legislation and policy activities, updates in health sector and advise EpiC Core Project Management Team about relevant policy proposals, changes, approvals and actions to avoid duplication of activities and enable EpiC to make necessary adjustments to program strategies, activities and approaches.
* Works with the EpiC Tajikistan Project Leadership Team to identify priority government relations issues.
* Timely prepare necessary documents, correspondence, policy texts, recommendations, resolutions, manage their registrations within government entities and receive formal approval of government authorities to support program operations and communications efforts of EpiC Tajikistan.
* Strategize, negotiate, plan, schedule, participate or lead in meetings with EpiC Core Project Management Team with relevant structures of the government.
* Advocate and lobby to persuade diverse audiences from among government officials to accept the EpiC Tajikistan’s position on various issues; function as EpiC’s advocate on issues of legislative concern and respond to requests and inquiries after coordination with EpiC Tajikistan Project Leadership Team.
* Collaborate with government institutions and receive formal approvals to implement EpiC requests, trainings, meetings, conferences, roundtables, dialogues or presentations, technical working group meetings, etc.
* Lead during technical working group meetings and represent and advocate for EpiC priorities.
* Develop and utilize advocacy channels and networks for the organization to achieve relevant advocacy objectives.
* Provide guidance to the EpiC Tajikistan Project Leadership Team to ensure that it is operating in accordance with Tajikistan Government policies and procedures, laws and plans.
* Upon request from the EpiC Tajikistan Project Leadership Team, assist with preparations for key meetings with government partners (briefings, content, delivery tips, agenda, presentations, etc.).
* Upon request, attend and represent EpiC Tajikistan at external meetings with government stakeholders and report to the EpiC Tajikistan Project Leadership Team.

**Key government counterparts:**

* Ministry of Health and Social Protection of Population of the Republic of Tajikistan (MoHSPP) and its sub-structures;
* State Institution “Republican Centre for the Prevention and Control of AIDS” (RAC) and peripheral RAC centers;
* State institution "The Tajik Research Institute of Preventive Medicine";
* Republican Healthy Lifestyle Center of the Ministry of Health and Social Protection of Population of the Republic of Tajikistan;
* State institution "Center for response to emergency situations in the field of public health";
* State institution "Republican Center of Immunoprophylaxis";
* State Service of Sanitary and Epidemiologic Surveillance of the MoHSPP RT (SSSES);
* Other government structures.

**Minimum qualification requirements:**

* At least 8 years’ experience successfully collaborating with senior officials.
* Thorough understanding of Tajikistan strategic priorities in health sector.
* A well-developed network of senior government contacts and the ability to liaise with senior officials in a cordial and productive manner.
* Thorough familiarity with and understanding of key government policies and procedures relevant to health sector.
* Advanced understanding of health sector challenges and opportunities.
* Proven ability to provide strategic guidance and advice to support improved government service provision.
* Analysis of government regulations and policies to generate recommendations to guide program design and results-based management.
* Excellent written and oral communication skills in Tajik.

**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:**Project Director for EpiC Tajikistan

**Location of Work**

Dushanbe, possible travels to districts upon demand/request.

**Travel**

15-20%, within cities and districts of the Republic of Tajikistan.

**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. Letters of Recommendation.

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

1. Education (15%)
2. Experience in liaise with relevant government authorities and maintain strategic relations with them (30%)
3. Experience of working with international organizations and donor funded projects (30%)
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: **Government Relations Liaison (Consultant).**
2. Responses must be received no later than **September 16, 2024, 5:00 PM Dushanbe time**. Proposals received after this date and time may not be accepted and shall be considered non-responsive.

**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