Request for Consultant Services Proposal (RFP)

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| Solicitation Title: | **Consultant for Leadership Skills Development** |
| Solicitation Number: | 041 |
| Submit Questions and Proposal to: | procurement\_epic.tj@fhi360.org  |
| Date of Issue of RFP: | November 23, 2024 |
| Date Proposal Due: | November 28, 2024 |
| Duration: | Service Agreement shall be signed from December 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:**The consultant for Leadership Skills Development will provide expert guidance in designing and implementing a comprehensive leadership development program. This will involve conducting capacity-building workshops, developing strategies to improve access to services, and supporting efforts to reduce stigma and discrimination against women and girls living with HIV. The consultant will also collaborate with various stakeholders to create sustainable partnerships that further the program’s impact. The consultant is expected to equip participants with the necessary skills and knowledge to become effective leaders and advocates within their communities. By the end of the consultancy, participants should be better positioned to influence to their communities, policies, improve their engagement with stakeholders, and contribute to the reduction of social and systemic barriers impacting women and girls living with HIV.

**Deliverables/Milestones & Due Dates:**

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| **№** | **Task** | **Timeline** | **Deliverable** | **Working days** |
|  | Development of training materials. | December 2024 | * A training module developed, including presentations, a program, pre- and post-questionnaires, and handouts.
* The training module designed to provide comprehensive materials for conducting effective training sessions and includes the specific needs of females living with HIV and contains ways of addressing them with advocacy steps, realistic goals, and certain outcomes that the community could lead.
 | 10 days |
|  | Conduct trainings for 45 future leaders. | December 2024 - January 2025 | * Three trainings were conducted for at least 45 future leaders from women and girls living with HIV and key populations.
* A training report, including an assessment of participants' knowledge levels, was prepared.
 | 6 days |
|  | Organize three initiative groups in Dushanbe, Sughd region, and Districts of Republican subordination (DRS), including women living with HIV and key population.  | December 2024 - January 2025 | * Organized the initiative group consisting of 30 leaders from women living with HIV and key populations.
* Developed job descriptions of the leaders.
* At least 50 percent of women living with HIV in the project sites participated in the program and were supported by local leaders.
* Each member reached out to at least 50 female PLHIV who were not in the project's case management program and provided support.
* Prepared agenda for the first meeting.
* Discussed goals and objectives of the group with next steps.
* Developed indicators to assess the performance of leaders.
* Developed a mechanism for receiving feedback from participants and clients.
* Developed reporting form for initiative group and defined form of motivation.
* Conducted meetings with RAC and local AIDS Centers and informed them about the needs of female PLHIV and initiative groups.
 | 6 days |
|  | Support in the development of informational educational materials. | January 2025 | * Brainstormed existing services and increased awareness of and access to existing services (via accompaniment and navigation) for women living with HIV.
* Developed an action algorithm for providing and accompanying women to primary healthcare services, considering their needs, challenges and safety.
* Prepared reference materials (leaflets) with contact information for medical institutions and doctors offering stigma-free services (gynecology, surgery, dentistry, etc.
* Created an informational leaflet with addresses and contact details of shelters for victims of violence.
 | 4 days |
|  | Organize working meetings. | December 2024 - January 2025 | * The agenda for the working meetings and the list of participants prepared and agreed with EpiC and RAC.
* The agenda was presented during the working meeting, where all comments, ideas, and suggestions were collected, and necessary changes were made to incorporate them.
* Established collaboration with primary healthcare providers.
* Program participants ensured access to medical and psychosocial services.
 | 8 days |
|  | Conduct support visits to provide recommendations to leaders to improve their performance. | January – August 2025 | * Conducted three two-day support visits to three project sites (Dushanbe, DRS and Sughd region).
* Provided support to program participants/leaders in planning and implementing activities. Improved leaders' performance and achieved planned goals and objectives.
* Provided regular recommendations for improvement based on the work carried out.
* Conducted sensitization with RAC, local AIDS Centers and PHCs.
* Defined communication channels popular among females living HIV to increase awareness about existing services.
 | 6 days |
| Total:  | 40 days  |

**Minimum qualification requirements:**

* Higher education in public health, social science, law, or a related field.
* Knowledge of the specific needs and challenges of key populations (women living with HIV, PLHIV, key groups at risk) and experience working with these populations.
* Experience in conducting trainings and developing educational materials in the areas of HIV, human rights, leadership etc.
* Ability to organize events focused on developing leadership skills and facilitating effective interaction with government agencies and donors.
* Expertise in conducting trainings and providing participants with recommendations to improve their work.
* Proficiency in Russian and 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. The duration of works of Training consultant under this SoW is 10 (ten) months with total number of 40 (forty) working days.

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

**Location of Work**

Dushanbe, possible travels to districts upon demand/request.

**Travel**

20-30%, within cities and districts of the Republic of Tajikistan. Transportation and travel expenses will be covered by FHI 360 (based on provided documentation and FHI360 rates).

**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:

* CV/Resume.
* Cover Letter outlining **GROSS Daily Rate** in Tajik Somoni.
* Letters of Recommendation.

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

* Education (20%)
* Experience working with specific needs and challenges of key populations (30%)
* Experience in conducting trainings and developing educational materials in the areas of HIV, human rights, leadership etc. (25%)
* Proposed rate (25%)

**Response deadline & format:**

Responses to this RFP should be submitted by email to **procurement\_epic.tj@fhi360.org** with the Subject line**: Consultant for Leadership Skills Development.**

Responses must be received no later than November 28, 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