Request for Consultant Services Proposal (RFP)

|  |  |
| --- | --- |
| Solicitation Title: | **Consultant for Nutrition Workplan Development** |
| Solicitation Number: | 022 |
| Submit Questions and Proposal to: | procurement\_epic.tj@fhi360.org  |
| Date of Issue of RFP: | July 09, 2025 |
| Date Proposal Due: | July 16, 2025 |
| Duration: | The Service Agreement is planned to be signed from July 20, 2025 until September 30, 2025.  |

**EpiC Project Description:**

The Meeting Targets and Maintaining Epidemic Control (EpiC) project (2019–2027), a global project funded by the U.S. Government, provides strategic technical assistance and direct service delivery to achieve HIV epidemic control among at-risk and vulnerable populations and strengthen global health security (GHS), including COVID-19 response. Led by FHI 360 with core partners Population Services International (PSI), Palladium, and Right to Care, EpiC delivers excellence in both HIV and GHS by bolstering health systems — especially at the primary health care level — that serve as the frontline of routine health care service delivery, and as the first point of contact for prevention, detection, and response activities.

EpiC Tajikistan is potentially expanding its technical scope to include Nutrition component, recognizing its critical role in advancing public health outcomes and strengthening health systems. In line with this, we are seeking qualified candidates for the position of **Consultant for the Nutrition Workplan Development.** In alignment with national priorities, this intervention will ultimately support efforts to improve the nutritional status of vulnerable populations, particularly mothers, children, and individuals at high risk, while strengthening multi-sectoral collaboration and integration with existing health programs.

**Scope of work**

The **Consultant for Nutrition Workplan Development** will be responsible for leading the development of a comprehensive, evidence-based Workplan for the Nutrition component of EpiC Tajikistan’s program. This includes situational analysis, stakeholder engagement, and alignment with donor and national strategies. The Consultant will work closely with the Ministry of Health and Social Protection of the Population (MOHSPP) of the Republic of Tajikistan and EpiC project team to ensure feasibility and relevance of the proposed activities.

**Illustrative duties and responsibilities**

* Review relevant documents, including Scope of work (SOW), available guidance, national strategies on Nutrition, and existing EpiC program materials.
* Review of the latest Nutrition programs of different donors implemented in Tajikistan to identify key focuses, priorities and gaps.
* Lead and conduct consultations jointly with EpiC Tajikistan program team with key stakeholders, including MOHSPP representatives, donor and implementing partners.
* Develop draft of a results-driven, time-bound workplan aligned with EpiC’s goals, donor expectations and national priorities, that includes detailed activities, estimated budgets for activities, human resources and technical consultancy needs, performance indicators and required procurements.
* Incorporate received feedback and submit a final workplan document.

**Required Qualifications, skills and attributes:**

* Bachelor’s or Master’s degree in public health, nutrition, or a related health field.
* Minimum 7 years of experience in Nutrition programming, preferably with US-funded health projects.
* Demonstrated knowledge of Tajikistan context on Nutrition.
* Demonstrated ability to develop strategic and operational plans, preferably in low-resource settings.
* Proficiency in English and either Russian or Tajik is required.
* Excellent writing, communication and facilitation skills.
* Openness and flexibility.

**Candidate Residency:**

The position is open to local or international candidates who are legally authorized to work in Tajikistan. For international candidates, physical presence in Tajikistan is not a requirement; remote work arrangements can be considered.

**Contract mechanism:**

Service Agreement with a fixed price will be concluded with the candidate whose proposal most closely matches the requirements described in this request. The duration of work of Consultant for Nutrition Workplan Development under this SoW is 20 (twenty) days.

**Reports to:**
Country Representative/Project Director for EpiC Tajikistan.

**Location of Work:**
This work will take place in Dushanbe, Tajikistan or remotely.

**Travel**No travels envisaged.

**Target Start Date:**

* July 20, 2025.

**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 or USD.
3. Letters of Recommendation.

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

1. Education (20%).
2. Relevant experience in Nutrition program design and implementation in Tajikistan (30%).
3. Demonstrated experience in developing strategic and operational workplans (30%).
4. Proposed rate (20%).

**Response deadline & format:**

1. Responses to this RFP should be submitted by email to procurement\_epic.tj@fhi360.org with the Subject line: **Consultant for the Nutrition Workplan Development**.
2. Responses must be received no later than July 16, 2025, at 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 an award based on an 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.