The Global Fund

REQUEST FOR PROPOSALS (RFP)
INVITATION NOTICE

Title: RFP TGF-20-075 Supply Chain Technical Assistance

Establishment of a pool of Supply Chain Technical Assistance (SCTA) consultants to strengthen in-country supply chain systems

Sourcing Application RFP n. 29658 (search for this number in the system)

RFP Information Table	
RFP Issue Date:	**16 October, 2020**
Deadline for questions	**23 October, 2020**
Deadline for responses	**30 October, 2020**
Webinar for interested parties	**6 November, 2020**
RFP Closing Date:	**13 November, 2020**
RFP Closing Time:	**17:00 p.m. CET (Geneva Time) (1)**
Proposal and Question Submission Address:	**Following URL for Sourcing Application:** https://access.theglobalfund.org/

(1) For clarification on the time in different time zones please check on www.timeanddate.com
The Sourcing application will automatically close this RFP at the exact closing time stated above, and past this time the uploading of documents (even partially uploaded) will no longer be possible. We would therefore strongly advise that the uploading of submissions be fully finalized at least 24 hours before the RFP's closing time as there are always risks of having network, internet or uploading issues.

Bidders intending to submit a proposal must be invited to the RFP and thus any request for a Supplier ID should be made at least 48 hours before the RFP closing date.

This RFP is in line with, and subject to, the following documents:

The Global Fund's **Procurement Policy**	https://www.theglobalfund.org/en/business-opportunities/
The Global Fund **Terms and Conditions for Purchase of Goods and Services**	
The **Policy on Ethics and Conflict of Interest for Global Fund Institutions**	https://www.theglobalfund.org/en/policies-guidelines-templates/governance-policies/
The **Code of Conduct for Suppliers**	
The **Sanctions Panel Procedures Relating to the Code of Conduct for Suppliers**	

The following documents form part of this RFP :-

Attachment A	Statement of work
Attachment A-1	PSM-SI 2021-2023
Attachment B	Proposal & Evaluation criteria
Attachment C1	Technical proposal template (seperate excel file)
Attachment C2	Cost proposal template (seperate excel file)
Attachment D	Proposal Requirements & General information
Attachment E	Conflict of interest Declaration Form
Attachment F	List of Eligible countries by Region

Submitting an proposal in response to this RFP constitutes an acceptance of the terms indicated herein and of the terms of each of these documents, including the Global Fund Terms and Conditions of Purchase of Goods and Services, and the Global Fund reserves the right to reject the proposal of any entity or individual, as the case may be, that fails or refuses to comply with, or accept, such terms.

This RFP shall not be construed as a contract or a commitment of any kind. This RFP in no way obligates the Global Fund to award a contract, nor does it commit the Global Fund to pay any costs or expenses incurred in the preparation or submission of proposals.

TGF Sourcing Application (The platform)

1. For audit and efficiency purposes, this RFP process is being managed electronically, and bidders are required to submit their proposals in the following URL for Sourcing Application: https://access.theglobalfund.org/.

2. Please use the attached Guidance Notes – ***"Responding to an RFP/RFQ/RFI in the TGF Sourcing Application, SUPPLIER INSTRUCTION.***

3. Proposals must be submitted in TGF Sourcing Application and received by the Global Fund by the RFP Closing Time and at the RFP Closing Date, all as indicated in the above RFP Information Table.

4. In case, you do not have a Supplier Id in TGF Sourcing Application, please send an email with sufficient notice to **alan.taylor@theglobalfund.org** with the following title in the subject:
    - "TGF-20-075" - Request for login user id creation in TGF Sourcing / iSupplier portal – "Put your full name".

5. Unless otherwise indicated, proposals shall be submitted in pdf and should be divided in two separate folders, one containing your cost proposal and one containing your technical proposal.

    The subject line of your attachment must be labelled as follows:
    - TGF-20-075.- Your name – technical proposal
    - TGF-20-075- Your name – cost proposal

    All communications with regard to this RFP shall be in writing and sent through the TGF Sourcing Application platform using the online discussion as indicated in the above RFP Information Table.

6. Any communication between a Bidder and the Global Fund regarding this RFP, which is not through the designated channel (https://access.theglobalfund.org/), may invalidate such Bidder's proposal to this RFP.

ATTACHMENT A:
STATEMENT OF WORK

Introduction

The Global Fund is aiming to organize a pool of **Supply Chain Technical Assistance (SCTA)** consultants, including firms, universities, institutions and/or individual experts. The intent is to provide the countries and Global Fund Principal Recipients easier, quicker and better access to the SCTA supports when needed. The Global Fund, together with partners, will invest resources in order to regularly update and certify the SCTA consultants to maintain a pool that can quickly respond to emerging needs. This will be done by annual performance reviews and where needed, project specific RFP's where it is deemed there is no suitable resource available within the TA pool.

Background & Context

The Global Fund 2017-2022 Strategy, entitled *"Investing to End Epidemics"*, comprises of four strategic objectives: 1) Maximize impact against HIV, TB and Malaria; 2) Build resilient and sustainable systems for health; 3) Mobilize increased resources; and 4) Protect and promote human rights and gender equality.

The Strategic Objective 2 is to *"Build resilient and sustainable systems for health (RSSH)"* with an operational objective to *"Strengthen global and in-country procurement and supply chain systems"*. The Strategy notes that *"approximately 40% of Global Fund support going to countries for their HIV, tuberculosis, malaria and RSSH programs will be used for procurement and supply-chain management of health products"*. And, *"In-country supply chains for many drugs and health products currently face end-to-end challenges, including issues related to forecasting and quantification, storage and inventory management, distribution, quality assurance, and information management and reporting"*.

The Office of the Inspector General (OIG) in 2017 noted that many in-country supply chain management systems remained weak and required significant investments to deal with the increasing throughput of medicines.

To respond to the emerging focus, the Global Fund created the Supply Chain department with the mandate to strengthen in-country supply chain systems in 2016. The **Procurement and Supply Management (PSM) Strategic Initiatives (SIs)** were initiated in 2017, and the focus was set to strengthening transformations of in-country supply chain health systems. Sixteen (16) priority countries were identified to concentrate efforts and a further two were subsequently added. Performance measures (product on-shelf availability, inventory and costs) were selected to monitor the impact of supply chain investments. The product on-shelf availability of the monitored countries has shown improving trends for key tracer health products since 2017 and as of the end of 2019 has demonstrated an improvement from 79% to 89%.

In 2019, the Global Fund and other funding agencies including the Bill and Melinda Gates Foundation (BMGF), the Department for International Development (DFID), Gavi, the Vaccine Alliance, the President's Emergency Plan For AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI) and United States Agency for International Development (USAID), developed a collaborative approach to supply chain strengthening. The focus areas for the partner collaboration included: coordinated procurement, sustainable governance, planning innovation, supply chain segmentation, and private sector engagement. These focus areas have guided setting priorities of **the PSM SIs for the 2021-2023 implementation period**. (Attachment A-1: PSM-SI 2021-2023)

In October 2019, the Global Fund achieved an unprecedented level of global solidarity by securing pledges of USD 14.02 billion at the Sixth Replenishment Conference, the largest amount ever raised for a multilateral health organization and an increase of 15 percent compared with the previous three-year period. To maximize the impact of the supply chain in the 2021-2023 implementation period, the Global Fund is urged to increase the capacity of SCTA supports and enhance efficiency, effectiveness and speed of the in-country supply chain transformations by the countries and Global Fund's Principal Recipients.

Objective

In order to accelerate strengthening in-country supply chain systems, the Global Fund is launching this Request for Proposals (RFP) for the Supply Chain Technical Assistance (SCTA) related to transformations of in-country supply chain systems.

This RFP aims to establish a pool of SCTA consultants **(the SCTA pool)**, which may consist of consulting firms, universities, institutions and/or individual experts who are qualified based on proven records of technical expertise, in-country experience, and delivered results. The SCTA pool will enable the countries and Global Fund Principal Recipients to have easier, quicker and better access to the reliable SCTA supports when needed.

Focus Areas in 2021 - 2023

This RFP will especially focus on the four critical SCTA supports required in the 2021 – 2023 implementation period:

1) sustainable supply chain governance,

2) planning innovation (data driven supply chain operations),

3) supply chain segmentation (people-centric supply chain designs), and

4) private sector engagement.

The General Scope of Work (GSOW) for each of the four technical areas are described in the Attachment A-1: PSM-SI 2021-2023, which sets the baseline expectation to the SCTA supports required.

How the SCTA pool works ?

The shortlisted SCTA consultants will be contracted through the PSM SI funds and/or Global Fund's country grant funds. The SCTA pool and the type of available supports, or **the Menu of Services (MOS)**, will be also shared with other partner funding agencies and governments for their reference and use.

The pre-qualified consultants for the SCTA pool will be invited to the orientation workshop to learn more about the PSM SI focus and expectation set for the SCTA contracts in general. The consultants to then be invited to subsequent RFPs / RFQs for specific PSM SI projects and / or country grants projects tailored with the country context. Duration of each project will range from 3 months to 6 months, or longer with multiple phases, depending on the specific needs. Each engagement will have a separate Terms of Reference and will be subject a specific Purchase Order under the Global Fund Terms and Conditions referenced above.

Governance of the end-to-end SCTA process

The Supply Chain department of the Global Fund will engage relevant parties throughout the end-to-end SCTA process. The RACI (**R**esponsible, **A**ccountable, **C**onsulted, and **I**nformed) matrix highlights key milestones and expectations.

	Supply Chain	Country Teams	Risk	TRP	Principal Recipients	CCM	SCTA consultants	Other partners
SCTA needs	**C**	**C**	**C**	**C**	**R**	**A**	**I**	**C**
SCTA pool	**R**	**C**	**I**	**I**	**A**	**I**	**I**	**C**
SCTA orientation	**R**	**C**	**C**	**C**	**C**	**I**	**A**	**C**
SCTA initiation (SC SteerCo)	**R**	**C**	**C**	**C**	**C**	**A**	**I**	**C**
SCTA projects (PSM SI funds)	**A**	**C**	**C**	**I**	**C**	**I**	**R**	**C**
SCTA projects	**C**	**A**	**C**	**I**	**C**	**I**	**R**	**C**

(Country grants)								
SCTA postmortem	**R**	**R**	**C**	**I**	**R**	**A**	**C**	**C**

Reporting lines

The SCTA consultants will work under direction of:

> The Supply Chain Specialists, Supply Operations Department of the Global Fund, and The Health Product Management Specialists, Grant Management Division of the Global Fund, for the SCTA projects either funded by the PSM SI funds or by the country grants.

ATTACHMENT A-1:

PSM-SI 2021-2023 Summary

Board Decision on Catalytic Investments
In order to achieve the aims of the GF Strategy 2017-2022, the Board recommended that some funds be retained for Catalytic Investments to:
"Incentivize use of country allocations for strategic priorities in line with the Global Fund and partner disease strategies, including for key and vulnerable populations, gender-based programs and contributing to resilient and sustainable systems for health:"

Strategic Initiatives
Strategic Initiatives (SI) are one type of such investments which are meant to provide limited funding for centrally managed approaches that cannot be addressed through country allocations due to their critical cross-cutting or off-cycle nature but are critical to ensure country allocations deliver against Strategy.

Procurement and Supply Management is one of the strategic initiatives because of its cross-cutting nature. The PSM SI's objectives are to:

- Maximize Impact against HIV, TB and malaria.
- Build resilient and sustainable systems for health.
- Mobilize increased resources.

The rationale of the PSM SI is to develop domestic capacity and robust in-country supply chain & procurements systems, strengthening Supply Chain organizations and building ownership and optimized workforce performance by implementing PSM transformation plans that improve harmonization, sustainability, and reduce inefficiencies in national systems, based on the evaluation of systems in the 2017-2019 cycle.

In building the workplan for the 2021-2023 cycle the PSM SI attempts to respond to the historical focus on supply chain, the current and future country demands for supply chain activities, by focusing on the following:

1. Insights and findings of the OIG report of 2017 which highlight that in-country supply chain management remains a key challenge which the GF secretariat needs to respond to.
2. Supply chain risk areas that are identified to impact grants.
    a. Quantification and Forecasting
    b. Warehousing and distribution
    c. Data and Logistics Management Information Systems (LMIS)
3. Countries' supply chain priority intervention areas as highlighted in the New Funding Model (NFM) Fund Requests.

Workstreams
The PSM SI is designed to build resilient, people-centric in-country supply chains and strengthen health systems, that will help support improved quality of health services and quality of life, facilitated by increased availability and access to health commodities. Developed in collaboration with other donor partners (USAID, PEPFAR, PMI, BMGF, DFID, GAVI) and internal GF stakeholders, it signifies the following four building blocks.

I. Sustainable Governance

This area targets improved government capacity to manage the supply chain as well as coordinate all stakeholders that invest in in-country supply chain strengthening. In this area the SI aims to provide critical capacity building tools and approaches to facilitate establishment of governance frameworks and avenues to consistently monitor supply chain performance. The SI also aims to develop long-term solutions to facilitate supply chain organizations and people development by investing in human resources development to

increase supply chain performance and improve universal health coverage. The following sub-workstreams will form part of this workstream.

Sub-Workstream	Description
SC workforce assessment	Evaluate capacities, capabilities, working conditions and motivations of human resources (within MOH, PRs, CMSs and other entities) to identify the skills and staff required to deliver on programmatic priorities.
Develop SC Masterplans & HRH policies	Develop long-term country SC master plans and SC human resources for health guiding policies to support strengthening of capabilities and capacities within the supply chain entities. This will build off needs identified in the SC workforce assessment.
Systematically build capacity by SC functional area	In line with national needs and policy frameworks, develop tailored SC capability development programs to address gaps and ensure sustainable capacity building.
Establish SC Performance Monitoring Units	Where needed, develop cross-functional high performing SC units to consistently evaluate performance data and drive process improvement as a means of increasing product availability.
Develop (online) Certification Programs	Design online SC training programs and integrate within pre-service and in-service training curriculum in national systems. Ensure SC programs are accredited and provided globally recognizable certifications.
Evaluate training impact	Consistently evaluate the impact of trainings to ensure they are delivering on stated objectives. Measure operational improvement accordingly.
Design new SC ownership models	In close collaboration with governments and donors, design future SC governance models that will facilitate increased ownership, including self-financing and management of all SC functions.

II. Planning and Innovation

This area refers to the increased use of data to manage in-country supply chain operations for improved efficiency and increased impact. Through innovative data systems, real time consumption data at points of service can be used to drive upstream supply chain processes all the way to supplier ordering. The objective of this workstream is to build or strengthen foundations for well-integrated, interoperable data systems to ensure end-to-end visibility of in-country supply chain operations. This enables leveraging data to appropriately operationalize planning and drive supply chain improvement processes to facilitate data triangulation, catalyze more robust performance monitoring and ensure technological offerings are context relevant. The following sub-workstreams details the scope of the workstream.

Sub-Workstream	Description
Gap assessment for business case development	Conduct stakeholder readiness, market analysis, packaging analysis, information systems analysis (infrastructure, barcoding, connectivity, scanners).
Master data management and data standards	Rationalization and standardization of all Master Data in systems (e.g. Product Catalog Management Tool (PCMT)) at the country level in accordance with the country's maturity level in SC and health information systems. This will feed ERP, HMIS, LMIS and WMS systems.

Information system Implementation	Support the implementation of information systems (global goods) including LMIS, LIS, WMS, RIS, control towers, transit applications and relevant dashboards using global standards. Provide requisite change management support and monitoring to facilitate increased usage and infrastructure to support usage.
Track and Trace	Enable the Global Fund, USAID and others to trace and track products (e.g. using GS1 standards). Support serialization, barcoding and master data reporting, where possible.
HMIS-LMIS interoperability	Strengthen data sharing and integrated analytics between program (HMIS) and logistics (LMIS) information and WMS in priority countries at sub-national levels, to improve data use for program quality.
Change management on data quality and data use	Strengthen capacity to identify data needs for solving problems and to interpret and use data appropriately for public health/SC decisions; enhance the capacity of technical advisors to effectively provide quality data to decision makers; and strengthen LMIS to facilitate the collection, analysis, reporting, presentation, and use of data at all levels.
Demand & Supply Planning innovation	Strengthen demand and supply planning processes using artificial intelligence to source demand signals from multiple sources and balance with supply to meet requirements

III. Supply Chain Design

Segmentation of the in-country supply chain aims at improved access and availability of health commodities through people-centric supply chain design. This entails supply chain designs that respond to the target populations, product characteristics and other contextual variables in order to maximize service. Through this workstream we aim to support the implementation of people-centric, i.e.: demand driven supply chains, that provide alternate channels for distribution through supply chain segmentation to increase access to and availability of high-quality health commodities at the point of service. Optimized storage and reduced distribution network complexity will contribute to lower inventory levels which in turn will reduce related warehousing costs and improve order management and service levels. Below are some of the key sub-workstreams.

Sub-Workstream	Description
Storage and distribution network design & optimization	Assess and redesign existing storage and distribution networks to achieve consolidation and centralization of storage locations, crossdocking capacity and route optimization. Conduct market surveys for existing storage and distribution assets and services.
Warehouse and Inventory management and optimization	Assess warehouses for compliance, capacity, suitability for storage of pharmaceutical products and identification of required improvements using lean six sigma approach. Optimize warehouse space, making best use of existing storage facilities by improving stacking practices, improving racking, and warehouse handling equipment. Implement operational best practices in warehouse and inventory management to achieve process, including VMI to drive cost efficiencies.
Differentiated / Alternative Distribution models	Design appropriate distribution models for condoms to improve product availability. Optimize lab network design to ensure efficient specimen transport system. Pilot the use of alternate delivery approaches for sample transportation (i.e. drones, motorcycles, trained postal service). Design supply chain for LLINs (routine and campaign distribution models).
Improvement of order management process	Re-design order management process to allow for full visibility, faster order flows and improved order fulfilment.

Waste management	Design and optimize waste management network to improve storage capacity at health facilities.

IV. Private Sector Engagement

Recognizing the infrastructure capacity and skills that resides in private sector partners, the GF considers them as key partners in innovation and resource mobilization required in strengthening in-country supply chains. This will drive private sector engagement to improve product availability at service delivery points, treatment targets and deliver programmatic priorities. It will also increase access to industry best practices including just-in-time and lean operations and allow Central Medical Stores and other government SC management units to focus on core competences. The sub-workstreams are summarized below.

Sub-Workstream	Description
Policy Development	Support the development of country appropriate policy using toolkits, best practices and south-to-south dialogues to catalyze private sector engagement.
Strategic partnerships and sustainable governance	Develop and implement strategies, capabilities and best practices to integrate private sector partners into the SC as long-term strategic partners.
Evaluation of market maturity of service providers	Conduct a rapid assessment of service providers (3PLs and 4PLs), for key functions including, warehousing, distribution, pharmacies and retailers, and match with the country's specific needs.
Framework and SLA contract development	Development of long-term, cost-competitive and service-driven framework agreements for 3PL and 4PL providers. These could include, but not limited to, working in challenging operating environments, warehousing and distribution.
Contract / Vendor management	Implement best practice contract structures and develop skills to manage contracts and framework agreements, service level agreements and/or performance-based contracts.
Operations planning and management	Map criteria for segmenting outsourced operations and in-house operations in the end-to-end SC and clarify roles and responsibilities.

Differentiated Support

The supply chain function, through the PSM SI 2021-2023, outlines the support given from the time the Fund Requests are drafted, through Grant Making and implementation. In order to give support commensurate with country prioritization, a differentiates support approach is proposed, with greater support and resources for those countries with higher potential for impact. Likewise, the ambition set against in-country supply chain strengthening initiatives is proposed in line with country prioritization.

Four main key performance indicators are proposed to track the high-level supply chain performance of the in-country supply chains. Below these KPIs will be with the other workstream-related or projected-related KPIs that will be used to track progress of the Supply chain activities.

i. **On-Shelf Availability (OSA)** – This is a measure of the availability of key health products at points of service and has been tracked for the current 16 priority countries since 2017. OSA measures the level of access people have to essential health products.

ii. **Forecast Accuracy (FA)** – this measure assesses in-country supply chain efficiency and data driven supply chain operations through the country's capacity to forecast requirements and hence ensure adequate supply to meet demand.

iii. **On-Time-In-Full (OTIF)** – this KPI measures the effectiveness of the in-country supply chain in delivering health products from the central warehouse to regional stores.

iv. **Reporting Rate (RR)** – this KPI checks and drives the generation of supply chain data from logistics management information systems (LMIS) (especially at the points of service) for better and data-driven decisions in the supply chain.

SI Results Framework

PSM SI Theory of Change

ATTACHMENT B:
PROPOSAL AND EVALUATION CRITERIA

A Global Fund Technical Evaluation Committee (TEC) will assess the extent to which proposals submitted in response to this RFP meet the technical evaluation criteria below.

The evaluation at this stage will be based purely on factors. These factors will be evaluated relative to each other as described herein. The minimum technical score pass mark based on these evaluation factors, will be **70 points out of 100**. A submission which fails to achieve the minimum technical threshold may not be considered further. The process may require interviews as per TEC decision.

A. TECHNICAL EVALUATION CRITERIA (80%)

The technical merit of proposals will be evaluated based on the following evaluation criteria:

Criteria	**Weighting**
Bidder's relevant expertise and work experience in the technical Focus Area selected	35%
Bidder's relevant expertise and work experience in the selected region (past project examples)	30%
Language and cultural knowledge for the Selected region	15%
Successful track record at THE GLOBAL FUND or beyond (references)	20%

Note that language proficiency in the regions where bidders are applying is a must (used as screening criteria) and needs to be documented. Please refer to guide below:

Region	**Language Requirements**	**Additional Desirable Language**
West and Central Africa	**French and English**	**Portuguese**
East and Southern Africa	**English**	**Portuguese**
Middle East and North Africa	**French and Arabic**	**English**
Latin America and the Caribbean	**Spanish and English**	**Portuguese**
Eastern Europe and Central Asia	**English and Russian**	
Asia	**English**	

Qualifications, Abilities and Experience of the experts

- Masters or bachelor's degree accompanied by relevant certificates obtained from a recognized institution.
- At least 10 years' experience working in same functional area, in a similar industry.
- Strong organizational and people skills.
- Excellent analytical skills and attention to detail.
- Proven ability to manage complex negotiations involving key stakeholders, partners, suppliers, and customers.
- Demonstrated expertise and minimum 10 years of experience of working with/within multi-stakeholder bodies in the areas supply chain transformation, project management and / or capacity building.
- Proven ability to handle several tasks at the same time, set priorities and work independently and at odd hours.

- Excellent interpersonal skills and experience working in international environments in a culturally sensitive manner with multi-disciplinary teams and a range of stakeholders, from high-level government officials to community members
- Proven ability to lead multi-functional teams
- Experience working in supply chain in a Global Health setting

B. COST EVALUATION CRITERIA (20%)

Proposals will be evaluated in terms of best value to the Global Fund, price and other factors considered. Cost proposals must be a fully inclusive daily rate per working day in US dollars (USD) shall be fixed for the period of the contract (2021-2023).

ATTACHMENT D

PROPOSAL REQUIREMENTS & GENERAL INFORMATION

I. PROPOSAL REQUIREMENTS

The proposal should be concisely presented and structured as requested below. Proposals that are incomplete or not responsive to these criteria may not be considered in the review process. All proposals must be submitted in English using the templates below.

On electronic submission of the proposal and for correspondence regarding this request for proposal, the RFP number, as appears in the cover letter for this solicitation and your company name must be clearly indicated in the subject line of your submission and in the names of any documents attached to the submission.

Technical Proposal, company profile, consultant CVs summary and Cost proposal must be submitted separately, as separate documents / files.
All the relevant documents accompanying the technical proposal should be consolidated and submitted in one zip folder called "Annexes.

A. Technical Proposal

Based on the experience, bidders can apply for **one or more regions**, and **one or more technical areas**. For each technical focus area of interest, a separate proposal must be submitted.

Bidders should write and speak fluently the official language(s) of the countries in the regions they are applying for.

The following documents must be included in the bidder's technical proposal:

- **Completed Technical Proposal form (Attachment C-1 in Excel**).
  Annexes to include (in a separate document):
- **Bidder's past performance document** or company profile (not exceeding 3 pages) providing information on three recent contracts executed within the last five years, which are similar in nature to the technical requirements set out in Attachment A-1: PSM-SI 2021-2023 for each technical Focus Area which the bidder is applying for, including the place and period of performance (years of experience per technical area), information regarding client and contact details, description of work and lessons learnt.
- **CV (resumes)** summary not exceeding 1 page for each consultant proposed by bidder. Companies are limited to submitting a maximum of five expert CVs per technical area. The CV needs to focus on work experience and qualifications which correspond directly to the technical requirements set out in Attachment A-1: PSM-SI 2021-2023 for each technical Focus Area which the bidder is applying for. The CV also needs to include information on educational qualifications, and language competency. Each CV must not exceed one page.
- Bidders may add any other documents they see relevant to clarify their suitability and expertise in conducting this work. The total number of pages per proposal must not exceed 50 pages altogether including all annexes.

The Global Fund reserves the right to contact any persons listed in your past performance document in order to gain a better understanding of the supplier's past performance in

delivering similar services to former clients.

B. Cost proposal

All proposed daily rates shall be inclusive of fees and shall be fixed for the period of the contract (2021-2023).

Please provide your daily rate in USD of the Consultant Name, using the cost proposal template **(Attachment C-2 in Excel).** This is the same template as the technical proposal in Excel with the addition of column L (daily rate in USD) to be completed.

Bidder's proposal for daily rate will be evaluated in terms of best value to the Global Fund whilst ensuring the requirements of the Global Fund are effectively met.

II. PROPOSAL SUBMISSION AND COMMUNICATIONS

Proposal submissions and all communication should be sent through the RFP sourcing portal.

The full proposal must be submitted no later than **the date and time indicated on page 1 of this RFP.** Prior to submission, remember to allow sufficient time for the creation of a Supplier ID.

Please submit two separate attachments, one containing your cost proposal and one containing your technical proposal. All the other relevant documents should be attached in a separate zip file of annexes.

Both the attachment documents must be labeled as follows:

- TGF-20-075 - Your name – technical proposal
- TGF-20-075 - Your name – cost proposal
- TGF-20-075 - Your name – Annexes

III. SPECIFIC INSTRUCTIONS

a. Conditions

Consulting firms, universities, institutions and/or individual experts who are equipped with proven records of technical expertise, in-country experience, and delivered results may apply to join the SCTA pool.

b. Period of Consultancy

The Global Fund intends to award successful applicants a "preferred supplier" status for an initial period of three years after completion of the SCTA orientation workshop, which will take place to debrief successful bidders after selection of successful bidders.
Over the next 3 years, the pool of consultants will be invited or appointed for specific assignments based upon a terms of reference, against which they will be issued with a Purchase Order for the associated services, based on the rates agreed under this RFP. The Purchase Orders scoped with the specific country context are expected to start in January 2021. The duration of each contract may range from 3 months to 6 months, or longer with multiple phases, which will depend on the scope.

c. Timelines

The timeline for the publication of this RFP, selection of bidders and training workshop is as follows:

- Successful bidders will be selected in November 2020.
- The selected consultants will be required to attend a **mandatory** induction online workshop which is expected to take place in November or December 2020. Following the workshop, participants would be registered in the SCTA pool roster.
- RFPs/RFQs for the specific SCTA projects scoped with the country context will start in January 2021.

d. Logistical aspects

Under the Covid-19 situation, the consultants are expected to carry out remote and online project activities, effectively and efficiently, as required.

The technical consultant will be responsible to proceed with Visa formalities and travel arrangements. Travel expenses will be negotiated and agreed separately for each mission by the Global Fund, in accordance with its Travel and Expense regulations. The technical support consultant will be paid based on the deliverables for the labor, and upon submission of receipts for other direct costs (ODC), i.e., receipts for hotel accommodation, flight, car rental (outside capital), visa costs.

e. Security aspects

Based on the Global Fund risk classification, the technical support consultant appointed to a country where a security clearance is needed will be provided with all the necessary information regarding security measures (recommended hotel, transportation by UN or PRs, etc.). The consultant is responsible for his or her own security and has to exercise maximum prudence and observe security advices while on mission to the countries.

f. Late delivery or incomplete tenders

No proposal shall be considered unless it is submitted by the closing dates and times and at the location as stipulated above. The Global Fund will not consider proposals that it regards as being incomplete in any respect.

g. Period of validity

Proposals should be valid for a period of 4 calendar month from the closing date of their receipt.

h. Modifications to Proposal

No further additions to, or modifications on submitted proposals shall be allowed unless it is proven to be a bona fide typographical error or omission and that it may have material impact on the evaluation process. Such additions or modifications may only be affected with prior, written, approval from The Global Fund.

i. Tender expenses

Suppliers are solely responsible for their own expenses or losses, if any, in preparing and submitting an offer to this Request for Proposal. This would include any costs incurred during functional demonstrations and subsequent meetings and negotiations.

j. Currency and language to be used

All costs in the pricing spreadsheets must be in US Dollars only. The currency of the contract will be in USD. All communication in respect to this RFP shall be in English.

IV. GENERAL INFORMATION

The Global Fund may, at its discretion, change the closing date, cancel the RFP, or revise the terms of reference, by issuing an amendment to this solicitation. All amendments to this RFP will be also posted on the Global Fund website: http://www.theglobalfund.org/en/business/

It is the Supplier's responsibility to consult the Global Fund's website to ensure that they are aware of amendments to this RFP.

The Global Fund may (a) reject any or all proposals, (b) accept for award a proposal other than the lowest cost proposal, (c) accept more than one proposal, (d) accept alternate proposals, (e) accept part of a proposal, (f) waive informalities and minor irregularities in proposals received, and (g) cancel this RFP.

The Global Fund may award one or more contracts on the basis of initial proposals received, without discussions or negotiations. Therefore, each initial proposal should contain the Supplier's best terms from a cost and technical standpoint. The Global Fund reserves the right (but is not under obligation to do so) to enter into discussions with one or more Suppliers in order to obtain clarifications or additional detail, to suggest refinements in the technical proposal or other aspects of the proposal or negotiate the cost proposal.

The Global Fund will be under no obligation to reveal, or discuss with any Suppliers, how a proposal was assessed, or to provide any other information relative to the selection process. Suppliers whose proposals are not selected will be notified in writing of this fact and shall have no claim whatsoever for any kind of compensation.

This RFP shall not be construed as a contract or a commitment of any kind. This request for proposals in no way obligates the Global Fund to award a contract, nor does it commit the Global Fund to pay any cost incurred in the preparation of the proposal.

In addition to the written proposal, the Global Fund may request bidders to make oral presentations in English or to participate in a pre-proposal conference. The date, time, and place for such (if any) will be communicated to all eligible bidders. Any statement or presentation made during these meetings shall not in any way amend or modify the Global Fund RFP Invitation Notice solicitation.

Information obtained through oral presentations will be considered in the overall evaluation process.

ATTACHMENT E:
CONFLICT OF INTEREST GUIDANCE AND DECLARATION FORM

A conflict of interest may arise when a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. For purposes of this RFP, a conflict of interest may arise when a bidder, any of its affiliates or any of its sub-contractors, has interests (which may be financial, organizational, personal, reputational or otherwise), or it is reasonable to foresee that such an interest would arise, that would or may appear to make it difficult for the bidder to fulfil its obligations in providing services to the Global Fund in an objective, independent and professional manner. While a conflict of interest may arise due to a variety of factors, in the context of the work anticipated to be performed under this RFP, as examples, a conflict of interest could arise with respect to a particular country covered in the tender if (i) the bidder, or an affiliate or sub-contractor of the bidder, is or, during the last three years, has been involved in the design of or provided advice with respect to such country's national health facilities or systems; (ii) the bidder, or an affiliate or sub-contractor of the bidder, is providing or, during the last three years, has provided audit services or otherwise provided advice with respect to such country's national health facilities or systems; or (iii) Bidders currently engaged in providing Local Fund Agent (LFA) or Health Facility Assessment (HFA) services or in a relationship with the organization (or its affiliates) providing LFA/ HFA services in the same country where the work under this RFP is to be performed.

For country-specific RFPs the following declaration will be requested:

Proforma Declaration of the Absence of Conflict of Interest

Conflict of Interest Declaration Relating to Consultant Assignment

I hereby declare that:

1) The Supplier has read and understood the Conflict of Interest rules set forth in the Agreement between a Supplier and the Global Fund to Fight AIDS, Tuberculosis and Malaria (the "Agreement"), including the definition of "conflict of interest" contained therein, namely:

A situation in which the bidder, organization(s) the bidder is affiliated with, if any, has interests (financial, organizational, personal, reputational, or otherwise) that would or may appear to make it difficult for the entity to fulfil its obligations in providing requested services to the Global Fund in an objective, independent, and professional manner, or a situation in which it is reasonable to foresee that such an interest would arise.

2) For the arrangement described in Box 1 below, the information checked in Box 2 below is true and correct:

Box 1:

Name(s) of consultant (s):	
Role(s) of Consultant(s):	
Country/Countries:	

Box 2:

☐	No Conflict of Interest exists on the part of the bidder, organization(s) the bidder is affiliated with, if any for the arrangement described in Box 1.
☐	A Conflict of Interest exists on the part of the bidder, organization(s) the bidder is affiliated with, if any for the arrangement described in Box 1 *and* The Bidder has declared and disclosed that Conflict of Interest to the Global Fund.
Country/list of countries with Conflict of Interest:	
Country/list of countries with no Conflict of Interest:	1. 2. 3. 4.

[*Signature Follows*]

SUPPLIER: _____

Signed: _____

Name: _____

Title: _____

Date: _____

ATTACHMENT F:
LIST OF ELIGIBLE COUNTRIES BY REGION

East & Southern Africa	West & Central Africa	Middle East & North Africa	Eastern Europe & Central Asia	Asia	Latin America & the Caribbean (LAC)
South Africa	Cote d'Ivoire	Sudan	Albania	Bangladesh	Belize
Ethiopia	Ghana	Algeria	Armenia	Cambodia	Bolivia
Kenya	DRC	Djibouti	Azerbaijan	India	Columbia
Mozambique	Nigeria	Egypt	Belarus	Indonesia	Costa Rica
Tanzania	Benin	Eritrea	Bosnia & Herzegovina	Myanmar	Cuba
Uganda	Burundi	Iraq	Bulgaria	Pakistan	Dominican Republic
Zambia	Cameroon	Jordan	Georgia	Philippines	Ecuador
Zimbabwe	Cape Verde	Mauritania	Kazakhstan	Thailand	El Salvador
Angola	Central African Republic	Morocco	Macedonia	Vietnam	Guatemala
Botswana	Chad	Palestine	Moldova	Afghanistan	Guyana
Comoros	Congo	Somalia	Montenegro	Bhutan	Haiti
Lesotho	Gabon	South Sudan	Romania	Fiji	Honduras
Madagascar	Sao Tome & Principe	Syrian Arab Republic	Russian Federation	Iran	Jamaica
Malawi	Togo	Tunisia	Serbia	Korea	Nicaragua
Mauritius	Burkina Faso	Yemen	Tajikistan	Lao	Panama
Namibia	Gambia		Turkmenistan	Nepal	Peru
Rwanda	Guinea Bissau		Ukraine	Papua New Guinea	Suriname
Swaziland	Liberia		Uzbekistan	Solomon Islands	
	Mali			Sri Lanka	
	Niger			Timor-Leste	
	Senegal				
	Sierra Leone				

Note: This list is for guidance purposes, in not exhaustive and does not limit technical assistance to the listed countries