



GEORGETOWN UNIVERSITY  
*Center for Global Health Practice and Impact*

## REQUEST FOR PROPOSAL (RFP)

CONSULTANCY TO ESTABLISH A HEALTH WORKFORCE COMPACT FOR THE  
AFRICAN UNION HEALTH WORKFORCE TASK TEAM

TENDER OPENING DATE: **15 NOVEMBER 2023**

TENDER CLOSING DATE: **29 DECEMBER 2023**

**TABLE OF CONTENTS**

SECTION 1: LETTER OF INVITATION 3

SECTION II: TERMS OF REFERENCE .....4

Section 2: INSTRUCTION TO APPLICANTS 14

    1. Conflict of Interest .....14

    2. Good Faith.....14

    3. Corrupt and Fraudulent Practices .....15

B. PREPARATION OF THE PROPOSAL 15

    6. General Considerations.....15

    7. Cost of preparation of Proposal .....15

    8. Language .....15

    9. Documents Comprising the Proposal.....15

    10. Proposal Format.....15

    11. Proposal Validity .....15

    12. Clarification and amendment of RFP .....16

    13. Technical Proposal Format and Content.....16

    14. Financial Proposal .....16

    15. Taxes.....16

D. DATA SHEET 17

    Appendix 1: Proposal Submission Form.....1

    Summary of Activity Costs .....2

## **SECTION 1: LETTER OF INVITATION**

Dear Madam/Sir:

### **RE: INVITATION TO SUBMIT A PROPOSAL FOR CONSULTANCY SERVICES TO ESTABLISH A HEALTH WORKFORCE COMPACT FOR THE AFRICAN UNION HEALTH WORKFORCE TASK TEAM**

1. The Center for Global Health Practice and Impact (CGHPI) is collaborating with the Africa Centres for Disease Control and Prevention (Africa CDC), which strengthens the capacity and capability of Africa's public health institutions as well as partnerships to detect and respond quickly and effectively to disease threats and outbreaks, based on data-driven interventions and programmes.
2. The CGHPI is supporting the Africa CDC to manage the process of identifying a reputable and qualified consultancy firm to provide consulting services (hereinafter called "Services"): More details on the Services are provided in the Terms of Reference.
3. The selection method to be applied for this Request for Proposal (RFP) is the Quality and Cost Based Selection (QCBS)
4. Interested parties should submit a proposal to Ryan Neil ([rn542@georgetown.edu](mailto:rn542@georgetown.edu)) by 29 December 2023.
5. This Request for Proposals (RFP) includes the following documents:  
Section 1 – Letter of Invitation  
Section 2 – Terms of reference  
Section 4 – Financial Proposal – Standard Forms  
Section 5 – General Conditions of Contract

## **SECTION II: TERMS OF REFERENCE**

### **ASSIGNMENT TITLE: CONSULTANCY SERVICE TO ESTABLISH THE HEALTH WORKFORCE COMPACT FOR THE AFRICAN UNION HEALTH WORKFORCE TASK TEAM**

#### **1.0. PROJECT BACKGROUND**

In January 2017, the African Union (AU) formally launched the Africa Centres for Disease Control and Prevention (Africa CDC) as a new, specialized technical institution of the AU. The mandate of the Africa CDC is to strengthen the capacity, capability, and partnerships of Africa's public health institutions to prevent, detect and respond effectively and efficiently to disease threats and outbreaks based on science, policy and data-driven interventions and programmes.

Within its strategic pillar of Public Health Institutes and Research, Africa CDC aims to increase the number and skills of public health professionals in Africa. Africa CDC is mandated through Article 3 of its governing statute to "support Member States in capacity building in public health through medium and long-term field epidemiologic and laboratory training programmes".

In 2018, Africa CDC created a Task Force for Workforce Development comprising representatives from the Member States, public health organizations, academia, and global health agencies. The Task Force developed the Framework for Health Workforce Development with specific steps for developing the health workforce in four areas: field epidemiology, laboratory leadership, public health informatics and the institute for health workforce development – an online academy to bridge the classroom gap.

In 2021, the AU called for a New Public Health Order (NPHO) for Africa, which has five key pillars: strengthened public health institutions; strengthened public health workforce development; expanded manufacturing of vaccines, diagnostics and therapeutics; domestic resources mobilization and; respectful, action- oriented partnerships. The new public health order will be a catalyst to improve African population health and accelerate progress towards Africa's Agenda 2063 and Africa's health security sovereignty.

Furthermore, in February 2022, at the 35th General Assembly of the African Union Heads of State and Government, H.E. Cyril Ramaphosa, President of Republic of South Africa and Champion of the AU COVID-19 Commission called for the establishment of an **African Union Health Workforce Task Team** to address the current and future health workforce needs of the continent. The Health Workforce Task Team is mandated to implement the Africa CDC Health Workforce Development agenda through a social compact fostered with AU Member States.

In order to move this agenda forward, Africa CDC in collaboration with the AU COVID- 19 Commission is looking to hire a consultancy firm that will lay the grounds for the establishment of the AU Health Workforce Task Team. These terms of reference outline the key objectives and deliverables that will be completed by the consultant. Consultancy firms with relevant skills and experience are encouraged to apply.

## OBJECTIVES

The overall objective is to develop a comprehensive Health Workforce Compact that includes a central mechanism for training and deployment of health workers, financial bridging support for member states, and to design a new policy framework for health workforce development that is feasible to be contextualized and implemented at national and regional levels.

The specific objectives and components of this assignment include:

1. Conduct comprehensive research on the current state of health workforce development and highlight the gaps in health workforce in Africa;
2. Work closely with the Africa CDC, the AU Covid-19 commission to build and articulate a case for investing in health workforce development in Africa;
3. To design a detailed road map that will be used by the Covid-19 AU Health workforce task team in garnering investment for the health workforce in Africa
4. To develop a comprehensive Health Workforce Compact that allows member states to train and absorb their health workforce into their national health system.
5. To monitor and evaluate Human Resource for Health (HRH) programs in African countries to meet global targets and reflect the bespoke needs of the continental compact, including a set of key performance indicators (KPIs).

## SCOPE OF WORK

### **Project Implementation plan and documentation:**

- A comprehensive project plan that outlines the scope of the health workforce compact, timelines, budget, risks, and key milestones.
- Stakeholder engagement and communication plan that outlines how the consultancy team will engage with stakeholders throughout the project, what communication channels will be used, and how stakeholders will be kept informed of project progress
- A quality assurance plan that outlines the processes and procedures used to ensure the consultancy teams deliverables met the required quality standards.

### **Baseline Report**

- To provide a comprehensive overview of existing HRH policy advisories, studies, and articles generated by African academics and international agencies.
- To review legacy policies on AU health workforce development from the AU member states and identify areas for improvement.
- To provide a comprehensive analysis of the current state of the health workforce in the African region, including the economic impact of the shortage of health workers.
- Conducting a comprehensive review and analysis of existing international and national targets for HRH program monitoring and identifying any discrepancies with the African context.
- A comprehensive report that includes examples of health workforce compacts from the AU region and global benchmarks. The report should outline the strengths, weaknesses, opportunities, and threats to applying this approach for health workforce development and health labour. The report should also provide recommendations for the implementation of a health workforce compact.

### **Draft a Health Workforce Compact**

- Develop a central mechanism for training and deployment of health workers
- Incorporate financial bridging support for member states to accommodate growing health workforce in their respective fiscal spaces
- Determining the cost of setting up a central mechanism to train, deploy, and provide bridge financing for the health workforce, and quantifying the financial implications for member states participating in the compact for health workforce development
- To design a policy framework for health workforce development that is feasible to implement and can be translated into law at national and regional levels.

### **Support the Development of the Case for Investment**

Collaborating closely with Africa CDC and the AU Covid-19 commission to build and articulate the investment case for investing in health workforce development in Africa.

### **Develop a Road Map for Implementation**

- Identify assessment measures and tools to gauge member states readiness and/or required preparation to engage in the compact
- Develop a multi-year implementation plan for the Health Workforce Compact
- Create a roadmap for member states to follow throughout the implementation process
- To develop a detailed plan for implementing the new policy framework, including specific steps, timelines, and responsible parties.
- Working together with all relevant stakeholders to design a detailed plan of investment to member states to enable them to absorb the growing health workforce into their fiscal space. This program will be implemented by the Health Workforce Task Team over at least a decade.
- Developing a roadmap for the implementation of the communication and stakeholder management framework, including highlighting key global events and opportunities that need to be targeted by the health workforce task team in the implementation of its activities.

### **Develop Progress Metrics and Assessments**

- Developing a Monitoring and Evaluation framework for HRH programs in African countries, including a set of KPIs that align with global efforts and reflect the bespoke needs of the continental compact.
- Creating a detailed plan of action for rolling out the Monitoring, Evaluation, and Learning framework to member states, including timelines, responsible parties, milestones, and budget and human resource requirements.
- To develop progress metrics and assessments for the implementation phase
- Create a monitoring and evaluation plan to track progress and make adjustments as needed
- Ensure that progress metrics align with the objectives of the Health Workforce Compact

### **Knowledge transfer and training**

- Deliver knowledge transfer and training sessions to ensure that the health workforce task team can implement the health workforce framework through the social compact as defined by this Consultancy.
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- Delivering training and knowledge transfer sessions to ensure that the health workforce task team can successfully

## EXPECTED DELIVERABLES

### 1) Deliver a project implementation plan

- Delivery of a comprehensive project implementation with clear timeline, budget, risks, and key milestones.
- Delivery of a Stakeholder engagement and communication plan
- Delivery of a quality assurance plan

### 2) Baseline Report

Delivery of a baseline report that includes overview of existing HRH policy advisories, studies, articles, a baseline comprehensive analysis of the current state of the health workforce in the African region, a comprehensive review and analysis of existing international and national targets for HRH program and a comprehensive report that includes examples of health workforce compacts from the AU region and global benchmarks

### 3) A Case for Investment

Deliver a case for investing in health workforce development in Africa with a financial modelling to identify the economic impact of the current state of health workforce in the African region

### 4) Draft a Health Workforce Compact

Deliver a draft health workforce compact that includes a central mechanism for training and deployment of health workers, financial bridging support for member states to accommodate growing health workforce in their respective fiscal spaces, with clear cost of setting up a central mechanism to train, deploy, and provide bridge financing and a policy framework for health workforce development that is feasible to implement.

### 5) Develop a Road Map for Implementation

- Deliver a multi-year implementation plan for the Health Workforce Compact
- Develop a roadmap for member states to follow throughout the implementation process
- Deliver a detailed plan of investment to member states to enable them to absorb the growing health workforce into their fiscal space. This program will be implemented by the Health Workforce Task Team over at least a decade.
- Develop a roadmap for the implementation of the communication and stakeholder management framework

### 6) Deliver a Progress Metrics and Assessment plan

Deliver a detailed plan of action for rolling out the Monitoring, Evaluation, and Learning framework to member states, including timelines, responsible parties, milestones, and budget and human resource requirements.

### 7) Deliver Knowledge transfer training

- Deliver knowledge transfer and training sessions to ensure that the health workforce task team can implement the health workforce framework through the social compact as defined by this Consultancy.
- Delivering training and knowledge transfer sessions to ensure that the health workforce task team can successfully implement the Monitoring, Evaluation, and Learning framework.

## DURATION, TIMING AND PAYMENT SCHEDULE

<b>Activity</b>	<b>Deliverable</b>	<b>Payment Schedule</b>
Project implementation plan	Project implementation plan	6%
Desk Review	Baseline Report	13%
Investment case	Investment case report	16%
Health workforce compact	Health Workforce compact document	40%
Implementation road map	Detailed implementation road map report	13%
Progress Metrics and Assessment plan	Detailed plan of action for rolling out the Monitoring, Evaluation, and Learning framework to member states	5%
Knowledge transfer training	Provide a training for all stakeholders regarding the lessons learned of this program	20%



## **INSTITUTIONAL AND ORGANIZATIONAL ARRANGEMENTS**

The consultant will report to the Georgetown University Center for Global Health Practice and Impact, who will provide financial and management oversight for the contract. Technical oversight will be provided from the Africa CDC Head of Division, Public Health Institutes and Research and will work closely with the Technical Officer, Workforce development within Public Health Institutes and Research Division.

The firm will provide CVs for all selected experts for approval.

## **QUALIFICATION AND EXPERIENCE**

### **Experience of the firm**

Consultancy firm selection will be made based on the following minimum experience criteria:

Proven experience and track record in setting up a health workforce compact that includes a central mechanism for training and deployment of health workers, identifying clear cost of setting up a central mechanism to train, deploy, and provide bridge financing and experience developing policy framework for health workforce development that is feasible to implement.

At least ten (10) years' experience in:

- Developing a health workforce compact
- Developing investment case for investing in health workforce development in Africa
- Putting in place a multi-year investment implementation plan to enable member states to train, deploy, and absorb the growing health workforce to bridge the health workforce gap.
- Developing a comprehensive Monitoring, Evaluation, and Learning framework to member states, including timelines, responsible parties, milestones, and budget and human resource requirements.
- Delivering a knowledge transfer and training sessions to ensure that the health workforce task team can implement the health workforce framework through the social compact as defined by this Consultancy

### **Qualification and experience of key experts**

#### **Project manager (Lead Consultant)**

An advanced university degree (PhD) in public health, health policy, health economics, project management and or any other relevant fields with at least 9 years relevant work experience.

OR

A Master's in public health, health policy, health economics, project management and or any other relevant fields with at least 13 years relevant work experience.

At least nine (9) years' of experience working in:

- Project management Experience, this includes the ability to manage resources, develop project plans, and monitor progress towards project objectives

- Leadership and team management experience, the ability to lead and manage a team to ensure that everyone is working towards the same goal. The project management consultant should have experience motivating, inspiring, and guiding team members to achieve their best performance
- Communication and collaboration experience, the project management consultant should have practical experience in establishing communication channels with stakeholders, facilitate collaboration between team members, and manage project risks and challenges.
- The project management consultant should be Adaptable and flexible. Meaning The project management consultant should be able to adapt to changes in project scope, schedule, and budget, and be flexible in their approach to problem-solving and decision-making.

### **Compact Expert**

An advanced university degree (PhD) in public health, health policy, international development or any other relevant fields with at least 7 years of experience in research, compact development, policy development with a focus on the health workforce sector

OR

A Master's public health, health policy, international development, or any other relevant fields with at least 11 years of experience in research, compact development, policy development with a focus on the health workforce sector

At least 7 years' work experience in:

- Research and data analysis: The consultant should have excellent research and data analysis skills, including experience in conducting literature reviews, analyzing quantitative and qualitative data, and synthesizing information from multiple sources.
- Health workforce knowledge: The consultant should have a strong understanding of the health workforce landscape, including relevant policies, trends, and challenges, as well as an understanding of the needs and perspectives of health workforce stakeholders.
- Communication and presentation: The consultant should have strong communication and presentation skills, including the ability to communicate complex information clearly and effectively to different audiences, including policymakers, donors, and the general public.
- Overall, the consultant should have a strong combination of technical expertise, project management skills, communication skills, and cross-cultural collaboration skills, with a proven track record of successfully delivering Social Compact projects in the health workforce sector.

### **Finance Expert**

An advanced university degree (PhD) in economics, public policy, financing, health economics or any other relevant fields with at least 7 of experience in Health Financing, Health Economics, Financial Modelling, or any relevant field

OR

A Master's in economics, public policy, financing, health economics and or any other relevant fields with at least 11 years of experience in Health Financing, Health Economics, Financial Modelling, or any relevant field

At least 7 years of experience

- Knowledge of health workforce development: The consultant should have in-depth knowledge of health workforce development, including the challenges and opportunities related to health workforce planning, training, deployment, and retention in the African region
- The consultant should have strong financial modelling and analysis skills, including experience in calculating the costs of health workforce development initiatives and in quantifying the economic impact of health workforce shortages.
- The consultant should have excellent research and data analysis skills, including experience in conducting literature reviews, analysing quantitative and qualitative data, and synthesizing information from multiple sources.
- The consultant should have excellent collaboration and stakeholder management skills, including the ability to work effectively with diverse stakeholders from different sectors and levels of government and to build strong relationships based on trust and respect.

### **Health Policy Expert**

An advanced university degree (PhD) in public health, health policy, Law or any other relevant fields with at least 7 years of experience in health policy development, including experience in Africa and/or global health policy.

OR

A Master's public health, health policy, Law or any other relevant fields with at least 11 years of experience in health policy development, including experience in Africa and/or global health policy.

At least 7 years of experience:

- Strong analytical and research skills: The consultant should be able to review and synthesize complex policy documents and academic literature
- The consultant should have a strong understanding of health policy issues, particularly in the area of health workforce development.
- The consultant should be able to communicate complex ideas and policy recommendations in clear and concise language.
- The consultant should have experience in developing and implementing policy frameworks, including the ability to identify potential challenges and opportunities for implementation.
- The consultant should have a good understanding of legal frameworks and processes, particularly in relation to the translation of policy into law at national and regional levels

### **Monitoring and Evaluation Expert**

An advanced university degree (PhD) in public health, Biostatistics, Monitoring and Evaluation and or any other relevant fields with at least 7 of experience in Monitoring, Evaluation, and Learning related to health systems, particularly HRH programs in low- and middle- income countries.

OR

A Master's in public health, Biostatistics, Monitoring and Evaluation and or any other relevant fields with at least 11 years of experience in Monitoring, Evaluation, and Learning related to health systems, particularly HRH programs in low- and middle-income countries.

- The consultant should have extensive knowledge and experience in developing and implementing monitoring and evaluation frameworks, particularly for HRH programs in Africa.
- The consultant should have strong analytical skills, with the ability to analyse complex data and develop evidence-based recommendations. including proficiency in SPSS, R, and/or STATA
- The consultant should have excellent written and verbal communication skills, with the ability to communicate effectively with a wide range of stakeholders, including government officials, international organizations, and civil society groups. They should also be able to effectively present findings and recommendations to diverse audiences
- The consultant should have strong project management skills, with the ability to develop and manage detailed project plans, timelines, and budgets. They should be able to manage multiple tasks and priorities simultaneously and deliver high-quality work on time and within budget.

### **Stakeholder relations Expert**

An advanced university degree (PhD) in public health, communication, project management, business administration or any other relevant fields with at least 7 years of experience in stakeholder management, communication, or project management, with a focus on the health workforce sector

OR

A Master's in public health, communication, project management, business administration or any other relevant fields with at least 11 of experience in stakeholder management, communication, or project management, with a focus on the health workforce sector

At least 7 years of experience:

- The consultant should have previous experience in stakeholder engagement and management, with a strong understanding of how to effectively communicate with and manage relationships with diverse stakeholder groups
- The consultant should have a strong understanding of the health workforce landscape, including relevant policies, trends, and challenges, as well as an understanding of the needs and perspectives of health workforce stakeholders.
- The consultant should be able to work effectively in a cross-cultural and collaborative environment, with experience working with diverse teams and stakeholders
- The consultant should have excellent written and verbal communication skills, with the ability to write clear and concise reports, presentations, and other materials.

### **OTHER REQUIREMENTS**

- Strong research, scientific writing, and communication skills.
- Demonstrated project planning and management skills for organizing, coordinating, negotiating, and executing projects from conception through implementation.

- Knowledge and understanding of management and operational policies, procedures, and systems supporting critical and routine program operations in public health or another public sector context.
- Excellent administrative skills including record keeping and ability to work with minimum supervision.
- Excellent oral and written communication skills in English; communication skills in additional AU working languages will be an added advantage
- Computer literacy in the use of office applications (e.g., office software packages; MSWord, Excel, PowerPoint, or equivalent)
- Excellent diplomatic, representational, inter-personal and communication skills, and ability to interact with stakeholders and decision-makers in technical and other professional settings
- Reliable and responsible personality and capacity to work under demanding professional circumstances and in an international environment.
- Ability to work in multicultural environments and ease in interpersonal relationships.
- Proven ability to work under pressure, stay on track and meet deadlines.

**PERFORMANCE CRITERIA AND TIME INPUT**

The performance of the consultants will be evaluated on a weekly basis. The criteria used to measure performance will be:

- Timely implementation of activities.
- Ability to meet deadlines in terms of reporting.
- Quality of the implementation of the assigned tasks

The minimum time input for each of the experts within the duration of the project is indicated below.

#	Key Experts	Time Input
1	Project Manager	160 days
2	Compact Expert	160 days
3	Finance Expert	160 days
4	Health Policy Expert	160 days
5	Monitoring and Evaluation Expert	160 days
6	Stakeholder and Relations Expert	160 days

## **Section 2: INSTRUCTION TO APPLICANTS**

This Tender is not subject to a Tender Fee.

### **1. Conflict of Interest**

The Consultant is required to provide professional, objective and impartial advice at all times, holding the Client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the vest interest of its client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract.

Without limitation on the generality of the foregoing, and unless stated otherwise in the **Data Sheet**, the Consultant shall not be hired under the circumstances set forth below:

#### **a) Conflicting activities**

- (i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non- consulting services resulting from or directly related to the consulting services for such preparation or implementation.

#### **b) Conflicting Assignments**

- (ii) Conflict among consulting assignments: a Consultant shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.

#### **c) Conflicting Relationships**

Relationship with the Client's staff: a Consultant or family relationship with a professional staff of Georgetown University Global Health who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.

### **2. Good Faith**

The parties shall endeavor to act in good faith with respect to each other's rights under this contract and to adopt all reasonable measures to ensure realization of the objectives of this contract.

### **3. Corrupt and Fraudulent Practices**

5.1 Georgetown University Global Health Impact requires compliance with its Code of Conduct Policy. In further pursuance of this policy, Consultant shall permit and shall cause its agents, Experts, Sub-consultants, sub-contractors, services providers, or suppliers to permit the Donor to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the Donor to inspect all accounts, records, and other documents relating to the submission of the Proposal and contract performance (in case of an award), and to have them audited by auditors appointed by the Donor.

## **B. PREPARATION OF THE PROPOSAL**

### **6. General Considerations**

6.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

### **7. Cost of preparation of Proposal**

7.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.

### **8. Language**

8.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client, shall be written in **English**.

### **9. Documents Comprising the Proposal**

9.1 The Proposal shall comprise the documents and forms listed in the **Data Sheet**

### **10. Proposal Format**

10.1 The Consultant shall submit only one Proposal which shall comprise of the Technical Proposal and Financial Proposal.

### **11. Proposal Validity**

11.1 **The Data Sheet** indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.

11.2 During this period, the Consultant shall maintain its original Proposal without any change, including the proposed total price.

## **12. Clarification and amendment of RFP**

12.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the **Data Sheet** before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address indicated in the **Data Sheet**. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

12.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment by standard electronic means.

12.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the Consultant reasonable time to take an amendment into account in their Proposal.

12.2 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

## **13. Technical Proposal Format and Content**

13.1 The Technical Proposal shall be submitted as a separate attachment with the Financial Proposal as specified in the **Data Sheet**.

## **14. Financial Proposal**

**14.1** The Financial Proposal shall be prepared using the Standard Forms provided in Section 4 of the RFP. It shall list all costs associated with the assignment.

**14.2** The Consultant is responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the **Data Sheet**. Information on taxes in Eswatini is provided in the **Data Sheet**.

**14.3** The Consultant may express the price for its Services in the currency or currencies as stated in the **Data Sheet**.

**14.4** Payment under the Contract shall be made in the currency or currencies in which the payment is requested in the Proposal.

## **15. Taxes**

15.1 The Client's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in Eswatini in accordance with the instructions in the **Data Sheet**.



## D. DATA SHEET

<b>1</b>	Name of the Client: Georgetown University Center for Global Health Practice and Impact, supporting the Africa Centers for Disease Control and Prevention
<b>2</b>	Selection Method: Quality and Cost Based Selection (QCBS)
<b>3</b>	The Proposal shall consist of Technical Proposal and the Financial Proposal which shall be submitted through email to Ryan Neil at (rn542@georgetown.edu) The subject email should be <b>“Request for Proposal: RFP002-FY2023”</b>
<b>4</b>	The client’s representative is:  Ryan Neil Center for Global Health Practice and Impact 500 First St NW, Washington DC, USA <a href="mailto:rn542@georgetown.edu">rn542@georgetown.edu</a>
<b>5</b>	The tender is not subject to a tender fee
<b>6</b>	This RFP has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this RFP. Moreover, proposals shall be submitted in the English language.
<b>7</b>	This tender will remain valid for ninety (90) days after the submission date. During this period, the tenderer is expected to keep available the professional staff proposed for the assignment. The client will make its best effort to complete evaluation and award within this period. If the client wishes to extend the validity period of the proposals, the tenderers who do not agree have the right not to extend the validity of their proposals.
<b>8</b>	Applications should be received through <b>29 December 2023</b>  Please send all applications to Ryan O’Neil Center for Global Health Practice and Impact 500 First St NW, Washington DC, USA <a href="mailto:rn542@georgetown.edu">rn542@georgetown.edu</a>
<b>9</b>	Firm to state all costs in USD Dollars

## Evaluation Methodology

### Technical Evaluation

The evaluation of the technical proposal will be on the basis of the proponent's responsiveness to the Terms of Reference of this Request for Proposal. The Technical Proposals will be evaluated on the following criteria and point system:

Technical proposal evaluation points		Scoring
1	Specific experience of the consultant (as a firm) relevant to the assignment and number of years of experience	<b>10</b>
	Adequacy and quality of the proposed methodology and work plan in responding to the Terms of reference (TORs)	
2.	Adequacy of the proposed technical approach and methodology in responding to the terms of reference	<b>30</b>
3.	Work plan in responding to the terms of reference	<b>10</b>
Key Experts qualifications and competence for the assignment		<b>40</b>
a.	Project Manager – Team Lead	10
b.	Compact Expert	10
c.	Finance Expert	5
d.	Health Policy Expert	5
e.	Monitoring and Evaluation Expert	5
f.	Stakeholder and Relations Expert	5
4.	Transfer of knowledge	<b>10</b>
Total Score		<b>100</b>

**Appendix 1: Proposal Submission Form**

We, the undersigned, offer to provide the consulting services for **XXXXX** in accordance with your Request for Proposal dated **XXXX** and our Technical Proposal.

A detailed narrative describing how we will meet the deliverables outlined in the Scope of Work is below.....

Our attached Financial Proposal is for {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures},

Our Financial Proposal shall be valid for a period of [>>>specify the number of calendar days>>] days from the date fixed for the proposal submission deadline in accordance with the Request for Proposals, and it shall remain binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 11.1 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours Sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### Summary of Activity Costs

Cost of the Financial Proposal should detail the following:

FEES	COST
Project implementation plan	
Desk Review	
Investment Case	
Health workforce compact	
Implementation road map	
Progress metrics and assessment plan	
Knowledge transfer training	
Reimbursable costs ( <a href="#">provide detailed rates and descriptions</a> )	

Consultant may expand to include more categories and types of relevant data and information as appropriate.