REQUEST FOR PROPOSALS #03681

Pediatric Training Center Program Manager in Cameroon
in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)
1140 Connecticut Ave., NW, Ste. 200
Washington, DC 20036

Firm Deadline: Monday, December 8, 2014, 8:00am EST / 14:00 GMT +1

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF, or the Foundation), a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit http://www.pedaids.org.

SPECIAL NOTE

As EGPAF increases an on-the-ground presence in Cameroon, the individuals implementing this work will likely fluctuate. EGPAF is committed to providing the best team possible and will aggressively pursue establishing long-term consultants and employees in the country. In light of this, EGPAF has established a country office opening task team and is aggressively pursuing registration. The consultant role listed below will be transitioned into an employee position once registration in Cameroon is achieved. The Consultant will not be guaranteed an employee position, but their application to the position will be strongly considered.

BACKGROUND

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) has worked in Cameroon since 2000 through local and established international organizations. In 2013, EGPAF was directly funded by the U.S. Centers for Disease Control and Prevention (CDC) to provide technical assistance in Cameroon under the Global Technical Assistance Services Project (Project DELTA – DELivering Technical Assistance). The assignment presented in this scope of work (SOW) is to be implemented as part of this project, the purpose which is to provide comprehensive and cost-effective technical assistance (TA), capacity building, and program implementation expertise for PEPFAR and Global Fund-supported global health activities in the three programmatic areas of 1) prevention of mother-to-child transmission of HIV (PMTCT), 2) HIV care and treatment clinical services for adults and children, and 3) HIV pediatric care and treatment.

EGPAF has been awarded “Acceleration Funds” to implement activities under this PEPFAR initiative. An EGPAF team traveled to Yaoundé in October 2014 to meet with stakeholders, MOH officials, and with CDC/Cameroon to develop this SOW for TA activities to be implemented in Cameroon in the rest of project year 1 (through March 2015) and throughout project year 2 (April 2015 – March 2016).

PURPOSE/SCOPE OF WORK

For this TA assignment, EGPAF will be operationalizing four Pediatric Training Centers (PTCs), in each of the four PEPFAR-supported regions (Littoral, Central, Northwest and Southwest). In collaboration with the EGPAF HQ technical team and the in-country EGPAF representative, the
Pediatric Training Center Program Manager will be responsible for the start-up of the training centers and maintaining the quality of the practicum trainings.

The Manager will regularly interface with people at all levels of the Cameroon health system, including DLM officials, expert physicians, head nurses, and patients. They will be responsible for setting up a feasible training center organizational structure that includes selection criteria for participants (in collaboration with DLM), mentorship accreditation procedures, delivery model (how training recipients will provide training to other healthcare workers in their facilities), oversight of 4 site coordinators – one at each training facility, training flow for the practicum sessions (developed with EGPAF HQ staff in collaboration with DLM), and the technical integrity of each center.

CONSULTANT DELIVERABLES

1. 4 operationalized Pediatric Training Centers
2. Completed training flow diagram
3. Mentorship accreditation process validated by MOH and CDC
4. 1 completed training cycle in each of the 4 centers
5. Weekly reports on the progress of activities undertaken by both Manager and Site Coordinators

MINIMUM REQUIREMENTS

- Fluent in both written and spoken English and French
- At least a Medical Degree
- Able to work legally in Cameroon as a resident or through a valid work visa
- Currently reside in, or be willing to temporarily relocate to, Yaoundé, Cameroon for the duration of the contract period
- Substantial experience working in Cameroon with the MOH and PEPFAR implementing partners
- Experience working in Public Health (HIV/AIDS)

PREFERRED QUALIFICATIONS

- Post-graduate qualification in specialized field
- Able to begin work on or before January 5, 2015
- Experience coordinating and facilitating meetings and workshops with high-level MOH and CDC employees
- Experience working in conjunction with senior-level representatives from implementing partners and government agencies during field visits
- At least eight (8) years of experience in Public Health or a related field
- A strong background in coordinating trainings working with MOH, capacity building assistance, HIV/AIDS, as well as project management and implementation
- Experience working with PEPFAR-funded programs

FOUNDATION RESPONSIBILITIES

The Consultant will have an identified counterpart at EGPAF HQ for all activities. EGPAF assumes ultimate responsibility for submitting all documents and deliverables to CDC. EGPAF
HQ will directly liaise with CDC Atlanta and provide direction and support to the Consultant in the implementation of all project-related activities. All deliverables will be submitted by the Consultant to EGPAF HQ for review and further dissemination.

LOGISTICS

**Equipment and/or Materials Required**
The Consultant will provide his/her own laptop and mobile phone for use on project-related activities. The Foundation will provide the Consultant with office space and access to internet and printing facilities.

**Specific Timeframe**
Approximately one year, from January 5, 2015 – January 4, 2016, or until EGPAF’s registration in Cameroon is complete and the Consultant may apply for an employee position. The contract is renewable by mutual consent depending on availability of funding, through a written amendment.

**Location of Work**
Yaoundé, Cameroon, with frequent travel to NW, SW, and Littoral Regions and occasional travel to the other 6 regions in Cameroon.

KEY CONTRACT TERMS

The anticipated contract type is Time and Materials. The Foundation will also reimburse all work-related telephone, local transportation, travel, and miscellaneous materials expenses up to a certain threshold.

In the financial proposal, the Consultant must propose a fixed daily rate, and estimate the number of days required to complete the activities and deliverables listed in this RFP. The Consultant must also outline all expected work-related telephone and local transportation costs within Yaoundé, which EGPAF will reimburse up to a certain threshold. The Consultant is not responsible for outlining costs related to regional travel within Cameroon; EGPAF will separately reimburse the Consultant for the cost of air or ground travel, lodging, and per diem for travel outside Yaoundé.

EGPAF will not reimburse Consultant for travel to Cameroon from another location, costs for obtaining a work permit or visa, housing/accommodation in Yaoundé, or a daily per diem in Yaoundé.

Unless stated otherwise in this RFP, the Consultant is responsible for providing equipment and/or supplies required to perform the services.

All deliverables provided to the Foundation must be furnished for the use of the Foundation without royalty or any additional fees.

“Materials” will include everything prepared by Consultant pursuant to this Contract, including without limitation, the Deliverables, reports, creative and other materials, manuals, studies, photographs, negatives and all other documents. All Materials developed under this Contract will be owned exclusively by the Foundation. Consultant will not use or allow the use of the Materials for any purpose other than Consultant’s performance of the Contract without the prior written consent of the Foundation.
The Consultant will be responsible for obtaining all applicable visas and/or work permits.

**EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS**

The Foundation will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Submission Requirements</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Qualifications and past performance of Offeror</td>
<td>1. Cover letter</td>
<td>40%</td>
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<td>2. CV/Resume of Offeror</td>
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<td>3. Description of how minimum requirements are met by the Offeror, as well as the</td>
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<td>preferred qualifications, using the form found on the last page of this RFP</td>
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<td>4. Current phone and email contact information for three (3) professional references</td>
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<td>from similar past projects</td>
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<td>Consultant’s proposed process and approach to meet project needs efficiently</td>
<td>5. A maximum 3-page written proposal explaining Offeror’s specific process and</td>
<td>35%</td>
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<td>timeline for completion of activities and deliverables listed in this RFP</td>
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<td>Financial proposal</td>
<td>6. A brief financial proposal detailing the Offeror’s daily rate and number of days</td>
<td>25%</td>
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<td>expected, as well as any expected reimbursable materials expenses, as stated in Key</td>
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<td>Contract Terms above</td>
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<td>Total</td>
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**PROPOSED RFP TIMELINE**

**21 November 2014** – Release of RFP

**1 December 2014, 8:00am EST / 14:00 GMT +1** – Deadline for submission of any contractual and/or technical inquiries to ProjectDELTA@pedaids.org. No phone calls please.


**8 December 2014, 8:00am EST / 14:00 GMT +1** – Completed proposals must be delivered electronically to ProjectDELTA@pedaids.org.

**Week of 15 December 2014** – Interviews completed

**19 December 2014** – Final decision announced and Offerors notified

**On or around 5 January 2015** – Services begin

Please note it is our best intent to comply with the above timeline but unavoidable delays
may occur.

**ADDITIONAL INFORMATION**

All proposals and communications must be identified by the unique RFP# reflected on the first page of this document. Failure to comply with this requirement may result in non-consideration of your proposal.

Any proposal not addressing each of the foregoing items could be considered non-responsive.

Any exceptions to the requirements or terms of the RFP must be noted in the proposal. The Foundation reserves the right to consider any exceptions to the RFP to be non-responsive.

Late proposals will be rejected without being considered.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from persons interested in providing the services outlined below. Such proposals shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all proposals, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP until and unless a written contract between the parties is executed.

**Equal Opportunity Notice.** The Elizabeth Glaser Pediatric AIDS Foundation is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.

**Ethical Behavior.** As a core value to help achieve our mission, the Foundation embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and Foundation employees, or other unethical practices. If you experience of suspect unethical behavior by a Foundation employee, please contact Doug Horner, Vice President, Awards, Compliance & International Operations, at dhorner[at]pedaids[dot]org or the Foundation’s Ethics Hotline at www.reportlineweb.com/PedAids/. Any vendor/consultant who attempts to engage, or engages, in corrupt practices with the Foundation will have their proposal disqualified and will not be solicited for future work.
**MINIMUM AND PREFERRED QUALIFICATIONS CHECKLIST**

**Instructions**: Please fill in this checklist and include it with your proposal submission package.

## MINIMUM REQUIREMENTS

1. Are you fluent in both written and spoken English and French? **Yes ☐ No ☐**
2. Do you hold at least a Medical Degree? **Yes ☐ No ☐**
3. Are you able to work legally in Cameroon as a citizen, resident or through a valid work visa? **Yes ☐ No ☐**
4. Do you currently reside in, or are you willing to temporarily relocate to, Yaoundé, Cameroon, for the duration of the contract period? *As noted in Key Contract Terms of this RFP, EGPAF will not reimburse for relocation or living costs in Yaoundé.* **Yes ☐ No ☐**
5. Do you have substantial experience working in Cameroon with the MOH and PEPFAR implementing partners? **Yes ☐ No ☐**
6. Do you have experience working in public health (HIV/AIDS)? **Yes ☐ No ☐**

## PREFERRED QUALIFICATIONS

1. Have you received any post-graduate qualifications in a specialized field? **Yes ☐ No ☐**
2. Are you able to begin work on or before January 5, 2014? **Yes ☐ No ☐**
3. Do you have experience coordinating and facilitating meetings and workshops with high-level MOH and CDC employees? **Yes ☐ No ☐**
4. Do you have experience working in conjunction with senior-level representatives from implementing partners and government agencies during field visits? **Yes ☐ No ☐**
5. Do you have at least 8 years of experience in Public Health or a related field? **Yes ☐ No ☐**
6. Do you have a strong background in coordinating trainings working with MOH, capacity building assistance, HIV/AIDS, as well as project management and implementation? **Yes ☐ No ☐**
7. Do you have experience working with PEPFAR-funded programs? **Yes ☐ No ☐**

## OTHER INFORMATION

1. Are any exceptions to the requirements or terms of the RFP listed in the proposal? **Yes ☐ No ☐**
   
   If yes, please list: