

REQUEST FOR PROPOSALS #0085A

National Pediatric HIV Treatment Coordinator
Seconded to Ministry of Health and Social Services
in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

Revised Firm Deadline: May 5, 2017

The Elizabeth Glaser Pediatric AIDS 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>.

BACKGROUND

Assignment Background

Pediatric treatment in Namibia is just beginning to decentralize. Until recently, treatment was initiated in a few high level facilities. Although current NIMART training equips nurses to initiate and follow-up children at lower level health facilities, nurses lack confidence in treating children. There are very few pediatric HIV/TB experts in Namibia. Primary health care (PHC) facilities that do not have ART clinics on site identify HIV exposed infants (HEI) who present to the clinic but are not actively pursuing HEI who are not brought back to care via routing Mother-Baby follow-up. In addition, identified HIV-positive infants are then referred to ART clinics which presents barriers to quality mother baby follow-up and weakens care and retention for both mother and infant. Within the MOHSS HIV care and treatment is led by the Directorate of Special Programs (DSP) and routine antenatal care, PMTCT, and child health clinics are led by PHC. Collaboration between the two needs strengthening. Data shows that viral suppression for pediatric is much worse than for adult population.

Assignment Purpose

EGPAF will support CDC Namibia and the MOHSS to build capacity for pediatric HIV/AIDS programming through provision of technical assistance, development of tools and job aids, and facilitating stakeholder discussions, and hiring of a National Pediatric HIV Treatment Coordinator to work with the MOHSS.

National Pediatric HIV Treatment Coordinator, (“Consultant”)

Scope of Work

National Pediatric HIV/AIDS Care and Treatment Coordinator will work under the supervision of the Chief Medical Officer (CMO) for HIV/STIS and Hepatitis Virus in the Directorate of Special Program (DSP), Ministry of Health and Social Services (MOHSS) of Namibia; provide technical leadership to coordinate

the expansion and delivery of Pediatric HIV/AIDS care and treatment services in Namibia and increase the Directorate's technical capacity to better prevent and treat pediatric and adolescent HIV. This will be in line with national policies, strategies and plans through the provision of evidence based technical guidance and coordination of the national program. The position is seconded to DSP within the Ministry of Health and Social Services.

Essential Duties and Responsibilities

- Assist with the development of a National Pediatric HIV policy.
- Coordinate and provide technical leadership to the expansion of the national Pediatric HIV/AIDS care and treatment program.
- Work closely, facilitate and give guidance to the national, regional and district health teams in development, monitoring and implementation of the annual pediatric and adolescent HIV care and treatment work plans and budgets.
- Manage the national Pediatric HIV/AIDS care and treatment program within the Directorate in the MOHSS of Namibia, and work with the directorate officials to establish and/or create team or working group.
- Work closely with relevant parties to exercise appropriate integration and scale up of Pediatric HIV/AIDS prevention, care and treatment services, and early infant diagnosis with other services at all levels.
- Work closely and provide guidance in the harmonization of Pediatric and adolescent HIV/AIDS care and treatment approaches that are integrated into overall national strategies.
- Facilitate the collaboration and networking of national, regional and international organizations involved in Pediatric HIV/AIDS care and treatment services to ensure that all program activities are in line with national policies, strategies, plans and guidelines.
- Provide guidance and support to Pediatric HIV/AIDS care and treatment partners to come up with appropriate plans and approaches that are in line with national policies and strategies.
- Facilitate strong monitoring of the national Pediatric HIV care and treatment program including providing technical input and coordinating relevant national assessments and evaluations that strengthen the expansion of the national HIV services in Namibia.
- Assists in the analysis and review of national pediatric HIV care and treatment data and Assists in identification of new methods to measure uptake and/or improvement of pediatric HIV care and treatment services
- Provide national Pediatric HIV/AIDS care and treatment progress reports on a quarterly and annual basis.
- Supports the Directorate to mobilize resources to support scale up of the national HIV and maternal and child health program activities.
- Provide technical leadership in identifying priority areas for operational research and support implementation of operational research that is relevant to the national programs.

Coordination and Management of the program

- Ensures open and regular communication with other national-level and district level program coordinators in the Subdivision, other Divisions including national PHC program coordinators, National MNCH/PMTCT Advisor etc.
- Coordinates and chairs regular meetings of national pediatric and adolescent TWG
- Monitor the implementation of Pediatric HIV program in cooperation with TBD stakeholders and review progress of implementation on a regular basis, through:
 - Regular contact with implementing partners
 - Quarterly implementation/learning meetings
 - Quarterly reports
 - Project visits when necessary
 - Ensure a common approach among all implementing partners
 - Work proactively to identify important challenges and opportunities for Pediatric HIV and facilitate efforts towards attainment of the program goals and objectives

Planning, Monitoring and Evaluation

- If necessary, assist the Ministry to develop a reporting format/framework for regional and district health teams and health facilities on Pediatric HIV.
- Assessing reports of Pediatric HIV program implementing partners on compliance with the overall goals and planned results.
- Compiling a consolidated annual report for the Ministry that will be shared with donors and other stakeholders, if necessary.

Learning

- Assist the Directorate and other stakeholders to identify of evidence-based and proven effective practices, materials and tools for dissemination and implementation of the program.
- Support the development and implementation of knowledge management and knowledge sharing activities within the Directorate and other stakeholders.
- Prepare and organize quarterly coordination and learning meetings for the Pediatric HIV program implementing partners and other relevant stakeholders.
- Support implementation of Systematic Continuous Quality Improvement (CQI) interventions to address quality gaps identified in pediatric care and treatment services

National Representation

- Represent the Pediatric needs at the Directorate for and on behalf of the infected and affected children as well as women.
- Act as representative for the Pediatric HIV program to build capacity within the MOHSS.
- Networking with relevant actors to increase visibility of the Pediatric HIV program

Required Qualifications

- Pediatrician, preferably with strong Knowledge on HIV and background on public health. MPH or equivalent will be an asset.
- At least five years of experience in the area of HIV/AIDS, preferably in Namibia and the region.
- Proven knowledge on Pediatric HIV/AIDS prevention, care and treatment.

- Knowledge of the Namibia health system and structures, preferably experience working with Ministries.
- Committed to working in Namibia and the region.

Knowledge, Skills and Abilities

- Excellent planning, organizing, and report writing skills
- Excellent communication skills and ability to communicate with different stakeholders at all levels
- Team leadership and good interpersonal skills
- Computer literate
- Ability to work under pressure
- Initiative, tactful and diplomatic

FOUNDATION RESPONSIBILITIES:

The Data Manager will provide all deliverables to EGPAF HQ for review and further dissemination. EGPAF HQ assumes ultimate responsibility for all documents and deliverables submitted 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.

LOGISTICS:

Equipment and/or Materials Required

The Consultant will provide their own laptop and mobile phone for use on project-related activities.

Specific Timeframe

The period of performance for this agreement is through March 2018 from the date of a signed contract. Projected start date is May, 31st 2017, but is subject to change with a potential earlier start date. Contract may be extended at EGPAF's option.

Location of Work

Consultant will perform all tasks in Windhoek, Namibia. Office space with access to internet and printing facilities will be provided at the Ministry of Health offices.

KEY CONTRACT TERMS:

The anticipated contract type is firm fixed daily rate plus expenses. Unless stated otherwise in the statement of the work, 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.

All Materials 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.

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. Please submit your Submission Requirements in the order that they appear below.

Evaluation Criteria	Submission Requirements	Weight
1. References	1. 3 professional references from similar past projects with phone and email contact information	25%
2. Total fixed price	4. Daily rate and other expenses for time period	15%
3. Qualifications of proposed individuals	5. CV/Resume	60%
Total		100%

All applicants are required to be registered and authorized to perform the scope of work in the place of performance. A copy of valid registration must be submitted with each proposal. EGPAF may or may not help facilitate visa and travel process depending on selected applicant.

PROPOSED TIMELINE:

DATE: April 19, 2017 re-release RFP

DATE: April 26th 2017 Submission of Contractual and Technical Inquiries: Samantha Spedoske, Associate Program Officer, projectdelta@pedaids.org with a “cc” to Cathy Colbert, Sr. Awards & Compliance Officer, ccolbert@pedaids.org.

No phone calls please.

DATE: April 28th 2017– Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>.

DATE: May 5, 2017 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: Samantha Spedoske, Associate Program Officer, projectdelta@pedaids.org with a “cc” to Cathy Colbert, Sr. Awards & Compliance Officer at ccolbert@pedaids.org.

DATE: May 22 – 26, 2017 Final decision announced and Offerors notified

DATE: May 31st 2017 Contract executed and Services begin.

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

ADDITIONAL INFORMATION

Please identify the RFP by the unique RFP# reflected on the first page of this document.

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 or suspect unethical behavior by a Foundation employee, please contact Doug Horner, Vice President, Awards, Compliance & International Operations, at [dhorner\[at\]pedaids.org](mailto:dhorner[at]pedaids.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.