



Elizabeth Glaser  
Pediatric AIDS  
Foundation

*Until no  
child has  
AIDS.*

**REQUEST FOR PROPOSALS REF: EGPAF/SRVCS/017/17**

**REQUEST FOR PROPOSALS FOR PERFORMING MANPOWER ANALYSIS  
FOR VARIOUS DEPARTMENTS AND STRUCTURAL DESIGN FOR EGPAF  
UGANDA PROGRAM**

In support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)  
(P.O Box 21127, Kampala)

**Firm Deadline: 22<sup>nd</sup> June, 2017, 5:00 PM Eastern Time**

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**

The EGPAF Uganda program provides technical assistance to Uganda's Ministry of Health, and provides clinical service delivery support at the facility, district, regional, and national levels. Working closely with the Ministry of Health and other partners, the program aims to increase access to comprehensive, high-quality HIV prevention, care and treatment, and tuberculosis (TB) services for women, children, and families living with and affected by HIV and AIDS. EGPAF currently supports services at about 710 health facilities in 15 districts in South Western Uganda.

EGPAF program in Uganda has grown with multiple projects and the current organization structure needs to be evaluated for manpower appropriateness for effective implementation of the program. EGPAF is therefore seeking to engage a consultant (s) to carry out manpower analysis for each of the department within the country program and align the structure appropriately to its strategy effectiveness.

**PURPOSE/SCOPE OF WORK.**

To systematically review current staffing structure / organogram, assess current available manpower versus optimal manpower, looking at the distribution of work load within the structure and make recommendations for improvements & redesign of the staffing pattern, review available skills and determining critical skills gaps / training & development needs.



### **EXPECTED RESULTS:**

1. New org chart
2. Need for employee training and development
3. Need for automation
4. Designing of checklist or Standard Operating Procedures
5. Need for job merging
6. Identify bottlenecks/need to streamline systems
7. Need for additional manpower
8. Recommendation on work life balancing

### **METHODOLOGY TO BE USED:**

The consultant should indicate the type of model s/he will use and provide justification.

1. After completing a manpower analysis and structural review, the consultant will inform the process with justifications/clarifications for the suggestions/recommendations being put.
2. The consultant will be expected to write a summary report of the findings from manpower analysis and structural review.
3. Show comparison with other data sources e.g. surveys, focus group discussions, interviews in order to form decisions

### **QUALIFICATIONS AND EXPERTISE REQUIRED**

1. The consultant should possess an advanced degree in any of the following fields; management, organization psychology, Human Resources or other relevant advanced degree.
2. They should demonstrate past experience in manpower analysis, job design and organization structure development.
3. Understanding of community development programs and implementation is required.
4. A minimum of 7 years professional experience in their area of expertise

### **FOUNDATION RESPONSIBILITIES:**

The Foundation will offer necessary support for any documentation required for successful completion of the assigned task

### **KEY CONTRACT TERMS:**

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 and will be considered confidential attorney-client work products, unless the material is required to be made accessible to the



public. Contractor will not use or allow the use of the Materials for any purpose other than Contractor's performance of the Contract without the prior written consent of the Foundation.

### **EXPRESSION OF INTEREST**

Interested and qualified team of consultants are expected submit proposals detailing the following:

- Summary of past performance with required references
- Technical proposal including proposed approach.
- Resumes of proposed staff
- Costs including the cost analysis (cost breakdown).

At the conclusion of the selection process, EGPAF and the firm that offers EGPAF the best value proposal will enter into negotiations in an attempt to conclude a contract for consultancy services.

### **KEY CONSULTANTS TERMS**

All deliverables provided to EGPAF must be furnished for the use of the Foundation without royalty or any additional fees. All materials will be owned exclusively by the EGPAF. Contractor will not use or allow the use of the materials for any purpose other than contractor's performance of the Contract without the prior written consent of EGPAF.

### **EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS**

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. The Foundation will select the Contractor that provides the Best Value to the Foundation based on the below criteria.

<b>Evaluation Criteria</b>	<b>Submission Requirements</b>	<b>Weight</b>
1. Past performance of similar projects: Experience in successfully handling similar assignments (HR related assignments)	3 professional references from similar past projects, with description and relevancy to the tendered project, and phone and email contact information for each reference.	20%
2. Technical proposal including proposed approach.	Written technical application including but not limited to; proposed, work schedule, expected outcome and duration of the assignment	60%
3. Quality of CVs of individuals handling the assignments	CVs/Resumes for individuals handling the assignments	10%



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4. Price structure & break down	4. Total fixed price for the services	10%
<b>Total</b>		<b>100%</b>

**PROPOSED TIMELINE:**

DATE	ACTIVITY
8 <sup>th</sup> June, 2017	Release of RFP
22 <sup>nd</sup> June 2017	Submission of Inquiries directed to: <b>Anita Prossy Mbazira</b> <b>anakirya@pedaids.org</b> copied to <b>procurementuganda@pedaids.org</b>  Any form of canvassing will lead to automatic disqualification of the firm
22 <sup>nd</sup> June, 2017 at 5:00 PM Eastern Time	Completed proposals must be delivered electronically by the deadline mentioned on page one to: <a href="mailto:procurementuganda@pedaids.org">procurementuganda@pedaids.org</a>
3 <sup>rd</sup> JULY ,, 2017	<b>Final decision announced and Offerors notified</b>
17 <sup>th</sup> JULY, 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**

**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



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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 BEHAVIOUR**

EGPAF shall use its best endeavors to ensure that funds provided under this tender do not provide direct or indirect support or resources to organizations and individuals associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking and assistance to drug traffickers. If, during the course of this tender, EGPAF discovers any link whatsoever with any organization or individual associated with any or all of these, they shall be excluded or disqualified from the tendering process.

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 forging program outputs, 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 our Fraud Investigations team at [fraud@pedaids.org](mailto:fraud@pedaids.org) or the Foundation's Ethics Hotline at [www.reportlineweb.com/PedAids/](http://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.