

## **REQUEST FOR PROPOSALS #20172906**

**Proposal for the Provision of Teambuilding Workshop Services**  
in support of  
**ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)**  
**Rua dos Sinais, N° 50/74, Bairro Polana Cimento “A,”**  
**Maputo, Mozambique**

**Firm Deadline: July 21, 2017**

### **BACKGROUND**

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>.

The EGPAF Mozambique office is implementing a large-scale project across two provinces, requiring the improved coordination between two provincial offices and the main office in Maputo. The office has grown in direct response to the increase in funding and corresponding demands for adequate number of staff to effectively manage the implementation of these projects. At present, there are 400 staff members, with additional staff onboarding anticipated in 2017.

In response, EGPAF has decided to organize a set of workshops facilitated by an external consultant to provide staff with the tools to identify, troubleshoot, and alleviate managerial and human resource issues to contribute to a sound and healthy team work environment at EGPAF Mozambique.

### **PURPOSE/SCOPE OF WORK**

The Contractor will prepare and facilitate a series of workshops for Program Foundation Staff focused on: providing motivational tools, improving capacity in situational leadership, defining tools and issues to foster mutual understanding and align expectations between staff and leadership, developing and engaging people, and utilizing effective team processes. Variations of these workshops will take place in three offices: Nampula, Gaza and Maputo.

Prior to executing the team activities, the Contractor must:

- Adjust its materials to the reality of EGPAF in Mozambique;
- Develop an integrated plan together with EGPAF management in Maputo; (including suggesting the distribution of participants from different provinces into workshops to maximize the possibility of team cohesion and integration);
- Prepare, conduct and report on a simple baseline survey on the team dynamics;

During the program, the contract will:

- Conduct 2-5 workshops of the Program in Maputo, 2-5 workshops in each Gaza and Nampula provinces, focused on team motivation, situational leadership, developing and engaging people, and steps towards building an effective team;
- Conduct a mid-point and an end-point survey on team dynamics and attitudes on team development and cooperation;
- Ensure that the facilitators are available and prepared to accomplish the training agenda;
- Fostering an appreciation for and awareness of tools to cope with issues, and provide staff with an understanding of how and when to use said tools;
- The Contractor will conduct a workshop with management and senior staff from all Mozambique country offices to promote interaction across country offices, improve team dynamics, and discuss how to implement these tools among their teams;
- Prepare the necessary didactic and audio-visual material for training;
- Ensure that all training materials are reproduced for all participants.

### **CONTRACTOR DELIVERABLES**

The Contractor will provide a report at the end of the proposed activities on results achieved based on baseline and mid-term work climate assessments, in addition to recommendations to ensure ongoing capacity building for staff.

### **FOUNDATION RESPONSIBILITIES:**

The Foundation will provide all required information for the implementation of the program to the Contractor, and make payments on time and as prescribed in the contract agreed upon by both parties, as well as organize, prepare and pay for the logistic costs of the trainings.

### **LOGISTICS:**

The activities will take place at the following offices:

Main Office:

Rua dos Sinais, N° 50/74  
Bairro Polana Cimento “A,”  
Maputo, Mozambique

Gaza Office:

Rua da Praia, Bairro 5,  
Inhamissa  
Xai-Xai City, Mozambique

Nampula Office:

Rua de Nachungueia, N° 92  
Nampula, Mozambique

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

The Foundation will accept the proposal that presents the **best value**. Submitted proposals must include the following:

<b>Evaluation Criteria</b>	<b>Submission Requirements</b>	<b>Weight</b>
1. Contractor must be able to facilitate the workshops and provide training materials in Portuguese.		Pass/Fail
2. Contractor must be available to facilitate these workshops during 2017, over the course of two months.		Pass/Fail
3. Contractor must be registered and authorized to perform the scope of work in the place of performance	Copy of valid registration must be submitted	Pass/Fail
4. Past performance of similar work	Three professional references from similar past projects with phone and email contact information and one or more examples of prior similar work	30%
5. Contractor's proposed process and approach to meet EGPAF needs efficiently	A maximum 5-page written proposal explaining the process and timeline for implementation	25%
6. Timeframe of implementation	Estimated hours, timeframe with deliverables, final delivery date	15%
7. Total fixed price	Total fixed price for all activities including a fixed price per each of the 3 deliverables	15%
8. Qualifications of proposed individuals	CV/Resume of proposed individuals to work on this project and 2 references per individual	15%
<b>Total</b>		<b>100%</b>

**PROPOSED TIMELINE:**

**DATE:** July 11, 2017 – Deadline for submission of Contractual and Technical Inquiries to [MozProcurementCommittee@pedaids.org](mailto:MozProcurementCommittee@pedaids.org).

No phone calls please.

**DATE:** July 14, 2017 – Question and Answer Response Document posted on EGPAF website at <http://www.pedaids.org/pages/contracting-opportunities>.

**DATE:** July 21, 2017 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: [MozProcurementCommittee@pedaids.org](mailto:MozProcurementCommittee@pedaids.org), with a “CC” to Kelli Ryan, Senior Awards and Compliance Officer, [kryan@pedaids.org](mailto:kryan@pedaids.org)

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

## **ADDITIONAL INFORMATION**

The anticipated contract type is **fixed price**, with payments made to the Contractor upon Foundation approval of each deliverable. Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

Should the agreed delivery or completion dates not be met in the case of fault of the Contractor the Foundation shall be entitled to demand payment of late delivery penalties amounting to 10% of the value of the late deliverables/services per started week of delay up to a maximum amount of 50% of the entire value of the contract.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from person(s) interested in providing the goods or services outlined in this RFP. The Foundation reserves the right to reject all quotations, in whole or in part, enter into negotiations with any party, and/or award multiple contracts. Any exceptions to the requirements or terms of the RFP must be noted in the quotation. The Foundation reserves the right to consider any exceptions to the RFP to be non-responsive.

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

## **ETHICAL BEHAVIOR:**

EGPAF shall use its best endeavors to ensure that funds provided under this tender does 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 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.

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.