REQUEST FOR PROPOSALS (RFP)
INVITATION NOTICE
RFP No. TGF-17-080

COMMUNITY, RIGHTS AND GENDER STRATEGIC INITIATIVE (2017-19)
COMPONENT 2

Strengthening the Capacity of Key Populations Networks to Meaningfully Engage in Global Fund Related Processes
(the “Project”)

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<td><strong>Issue Date:</strong></td>
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<td><strong>Proposal Submission Address:</strong></td>
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1. The Global Fund invites potential suppliers to submit program proposals, which will act to effectively strengthen the capacity of key populations in the context of HIV to meaningfully engage in Global Fund related processes. In the context of this call, proposals from the following key population groups will be accepted:
   - Gay, bisexual and other men who have sex with men
   - People who use drugs
   - Sex workers
   - Trans people
   - Young key populations
   - People Living with HIV, including women and youth living with HIV

   The purpose of this Request for Proposal (RFP) is to identify global peer based and led key population networks with appropriate technical expertise, who can offer the best value to the Global Fund by way of both technical and cost factors.

2. The Statement of Work for the Project is attached hereto as Attachment A.

3. The Global Fund will evaluate all proposals received in response to this Request for Proposals (RFP) in accordance with the Evaluation Criteria in Attachment B.

4. The requirements and general information regarding the RFP submission are attached hetero as Attachment C.

5. Terms and Conditions is attached hereto as Attachment D.

6. This RFP is in line with the Global Fund’s Procurement Regulations (2015, as amended from time to time), which may be found at http://www.theglobalfund.org/en/business/. The following are integral parts of this RFP:
   a. The Global Fund Solicitation Rules (2015, as amended from time to time), which may be found at: http://www.theglobalfund.org/en/business/;
b. The Policy on Ethics and Conflict of Interest for Global Fund Institutions (2002, as amended from time to time), which may be found at: http://www.theglobalfund.org/en/documents/governance/;

c. The Code of Conduct for Suppliers (2009, as amended from time to time), which may be found at: http://www.theglobalfund.org/en/documents/governance/;

d. The Sanctions Panel Procedures Relating to the Code of Conduct for Suppliers (2014, as amended from time to time), which may be found at http://www.theglobalfund.org/en/documents/governance/; and

e. The Global Fund Terms and Conditions of Purchase of Goods and Services (15 September 2015, as amended from time to time), which will also be an integral part of any contract resulting from this solicitation, and which may be found at http://www.theglobalfund.org/en/business/.

Submitting a proposal in response to this RFP constitutes an acceptance of the terms indicated herein and of the terms of each of these documents, and the Global Fund reserves the right to reject the proposal of any entity or individual, as the case may be, that fails or refuses to comply with, or accept, such terms.

7. This RFP shall not be construed as a contract or a commitment of any kind. This RFP in no way obligates the Global Fund to award a contract, nor does it commit the Global Fund to pay any costs or expenses incurred in the preparation or submission of proposals.

8. All communications with regard to this RFP shall be in writing and sent to the Global Fund Contact Person and Contact Information indicated in the above RFP Information Table.

9. Proposals must be submitted at the Proposal Submission Address, and received by the Global Fund by the RFP Closing Time and at the RFP Closing Date, all as indicated in the above RFP Information Table.

10. Option to Extend. The Global Fund intends to award a contract(s) for the period specified in this Solicitation. The Global Fund may, subject to the agreement of the parties, extend the(se) contract(s) for an additional period up to two times the period stated in this solicitation or any fraction of that time. The(se) contract(s) may be extended subject to good performance on the part of the contractor, the availability of funds and the needs of the Global Fund.

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ATTACHMENT A
STATEMENT OF WORK

Background information

The Global Fund Board maintains its commitment to strengthened engagement of key populations in Global Fund related processes. For the 2017-2019 allocation period an amount of 15 million dollars will be made available to resource the Community, Rights and Gender Strategic Initiative (CRG-SI). These funds will continue in support of three mutually reinforcing components implemented over 2014-2016.

1. The provision of peer-to-peer civil society short-term TA;
2. Long-term capacity development of organizations and networks of key and vulnerable populations; and
3. The regional platforms for communication and coordination.

Component 2 of the Strategic Initiative – capacity development and meaningful engagement of key and vulnerable populations is of particular importance to strengthen community engagement towards a more effective response to the three diseases. Previously implemented through the partnership with the Robert Carr Civil Society Networks Fund, the capacity development arm of the CRG-SI was allocated a total amount of US$ 5.3 million during 2014-2016. These funds were granted to 8 networks of HIV key populations working with trans people, sex workers, men who have sex with men, women living with HIV, drug users and young people. Overall, the GF-RCNF grants contributed significantly to the grantee’s efforts in engaging their constituencies in Global Fund processes, as well as in increasing their participation in global, regional and local policies that affect their lives.

In this second phase of the SI (2017-19), component 2 will receive a total investment of US$ 5 million. These funds are to be granted to selected global networks and consortia of networks representing key and vulnerable populations in the context of HIV, TB and Malaria, through a direct funding agreement with the Global Fund and up to a period of 2.5 years (July 2017-December 2019). The direct agreement responds to a key recommendation from an independent evaluation of the CRG-SI carried out in October 2016. Such a new arrangement will allow component 2 to achieve an enhanced coordination with the two other CRG-SI components (short-term technical assistance and regional platforms), as well as with the overall CRG related Secretariat’s work, while maintaining the same core objectives that led to successful outcomes of the first implementation phase.

2 For more information on key and vulnerable population, please access the Global Fund keynote Focus on Key Population at https://www.theglobalfund.org/media/5912/publication_keypopulations_focuson_en.pdf
3 Under the HIV work stream, US$ 500,000 was set aside to support the meaningful engagement of organizations and community networks and groups of adolescent girls and young women and 13 priority countries (see RFP GF-17-063 in https://www.theglobalfund.org/en/business-opportunities/).
4 Please note that a separated RFP is expected to be published in July 2017 to select organizations to support the engagement of communities towards a more effective response to Malaria and TB.
Strengthening the Capacity of Key Populations Networks to Meaningfully Engage in Global Fund Related Processes

**Proposed grant title:** Strengthening the capacity of key populations networks to meaningfully engage in Global Fund related processes

**Location:** Priority contexts within the following regions

- Asia and Pacific
- Middle East and North Africa
- Sub-Saharan Africa
- Eastern Europe and Central Asia
- Latin America and the Caribbean

Please refer to the [Global Fund eligibility list (2017)](#) for details.

**Contract starting date:** 1 July 2017

**Contract end date:** 30 December 2019

**1. Description**

*Component 2* of the CRG-Strategic Initiative (2017-19) aims to further contribute to long-term capacity development to achieve the meaningful engagement of key and vulnerable populations in Global Fund and related processes.

Under the HIV work stream, the operationalization of component 2 relies on the provision of up to **2.5 years grants** to fund technically sound programs implemented by global networks or consortia of networks representing HIV key populations. Such programs should have the primary objective of supporting their regional and country based constituencies to effectively engage in, and contribute to, the development, implementation and oversight of Global Fund supported programs across countries.

Against the aforementioned background, the Global Fund invites to respond to this call, global networks or consortia of networks representing the following groups of key populations:

- Gay, bisexual and other men who have sex with men;
- Sex workers;
- Trans people;
- Drug users;
- Young key populations;
- People living with HIV; including, women and youth;

**2. General Objective**

Peer-based and led global networks of key populations have strengthened and demonstrated capacity to support their regional and country-based constituencies to more effectively engage in, and contribute to, the development, implementation and oversight of Global Fund supported programs.
2.1 Specific Objectives

The provision of grants to awarded networks and/or consortia of networks will be guided by three primary objectives:

1. Strengthening global networks to support their country level constituencies in effectively engaging in Global Fund and related processes during the whole grant cycle (see note below);

2. Developing the capacity of marginalised and criminalised networks and communities to effectively and safely engage in all Global Fund and related processes (see note below)

3. Strengthening of key populations’ capacity to advocate for increased investment in rights-based and community responsive programs, as well as effective community-led, rights and gender related programming within Global Fund grants.

Please note that Global Fund and related processes include, but are not limited to:

- National strategic planning,
- Country dialogues,
- Development of funding requests,
- Monitoring and oversight of country grants
- Engagement in transition and sustainability planning, strategy development and implementation;

3. Key activities

A range of capacity development and community mobilization activities may be supported by Component 2 of the CRG-SI. Under the HIV work stream, these may include, but are not limited to:

- Development of training tools to support HIV key populations to organise, caucus and coordinate towards the meaningfully engagement in Global Fund and related processes.

- Strengthening the capacity of key populations to utilise relevant normative guidance, specifically key population implementation tools, in the development of Global Fund grants and related processes.

- Awareness raising and mobilisation of global networks of HIV key populations, with the particular purpose of strengthening their participation and representation in relevant discussion and decision-making forums at country, regional and global level.

- Fostering of peer-to-peer knowledge and good practices sharing spaces (such as virtual platforms, discussion fora and regional dialogue meetings) among networks, community groups and civil society organizations working towards a more inclusive response to HIV.

- Onward granting of small grants - if the network or consortium already has established such a mechanism - to enable local networks and groups to mobilise communities and develop core capacity to engage in Global Fund and related processes.
- Strategies/approaches/activities that ensure the engagement, in Global Fund and related processes, of key populations that are criminalized and subjected to potential violence in their home countries, having special attentional to their security.

- Development of tools to monitor and assess the engagement of key populations in Global Fund related processes in and across countries, as well as strategies to address gaps in participation and in influencing decision-making.

- Training/mentoring of key population representatives on CCMs including support for consultation with constituencies

- Activities that strengthen the capacity of key population networks to actively review and monitor adequate application of global fund policies with respect to key populations at the country level (e.g.: the proportion of grant funds directed to key population programs is in line with policy and meet normative guidance)

Whenever possible, applicants should ensure that the activities proposed within the scope of this program reflect the needs and benefit diversity within key population groups (e.g. women, adolescent and young people, people in prisons and other closed settings).

4. Conditions

The service providers are expected use an approach that is both collaborative and highly professional to ensure high-quality products and service delivery. The service providers must establish and maintain open communications with the Community Rights and Gender Department of the Global Fund and, when relevant, with other Global Fund Secretariat Staff and country level stakeholders.

In accordance with standard terms and conditions, apart from disclosures, consultations with third parties and peer reviews required for the timely and effective completion of this assignment, the service providers shall not publish, present or cause to be published the results of this assignment without prior written consent of the Global Fund.

The service providers must keep confidential all non-public information known to them due to conducting this review. This includes, without limitation, analyses performed and viewpoints expressed by key informants.
ATTACHMENT B
EVALUATION CRITERIA

A Global Fund evaluation panel will assess the extent to which proposals submitted in response to this RFP meet the evaluation criteria below and in accordance with the Global Fund Solicitation Rules.

In assessing each proposal, the Global Fund will allocate greater importance to technical factors than to cost factors. A two stage procedure will be utilized in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being considered; and cost evaluation is only undertaken for technical submissions that score above the minimum.

The score assigned to each proposal will be of guidance in determining which proposal would provide the greatest value to the Global Fund. However, the Global Fund reserves the right not to employ raw scores in determining best value where it considers, in its sole discretion, that this would not be appropriate.

Applicants must be instituted as a global network or apply as a consortium of networks with global coverage. Further, successful applicants will be able to demonstrate the following:

- Substantial expertise and track record in addressing human rights barriers to accessing health services, gender equality, community responses and systems and the meaningful engagement of key populations in different settings;
- Knowledge of the Global Fund mandate, strategy and business model;
- Excellent understanding of the International Health Funding Architecture.
- Demonstrated capacity to monitor progress through the use of realistic and measurable milestones;
- Focus of work on HIV, with demonstrated capacity to mobilize key populations towards Global Fund and related processes.

Technical proposals will be evaluated based on the following Evaluation Criteria:

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<th>Category</th>
<th>Max. score</th>
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<tr>
<td>a. Technical structure/ organizational capacity</td>
<td>30 points</td>
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<tr>
<td>The extent to which the concept paper was able to show that the organization was able to deliver high standard outcomes that contributed to the strengthening of civil society actors by civil society actors.</td>
<td></td>
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<tr>
<td>a. Technical approach</td>
<td>40 points</td>
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<tr>
<td>The extent to which the proposed approach and methodology contained in the statement of work are solid, feasible, implementable, effective, and relevant as demonstrated in the concept paper.</td>
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<td>b. Expertise and qualifications</td>
<td>30 points</td>
</tr>
<tr>
<td>The extent to which the applicants have demonstrated to have sufficient personnel with the necessary education, training, technical knowledge, and experience for their assigned functions.</td>
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Selection of the successful applicant will be based on the best value offered. Technical proposals shall be awarded scores out of the maximum number of points indicated above for each of the criteria. A minimum technical score of 70 out of a maximum of 100 is required to pass the technical evaluation. A proposal which fails to achieve the minimum technical threshold will not be considered further.

Cost Proposals will be evaluated in terms of best value to the Global Fund, price and other factors considered. Cost proposals must be submitted in US Dollars.
1. **Proposal Requirements**

The proposal should be concisely presented and structured, and should explain in detail your availability, ability, capacity and resources to provide the requested services. Proposals that are incomplete or not responsive to these criteria may not be considered in the review process. All proposals must be submitted in English and can be in MS-Word or MS Power Point including applicable schedules where defined.

On electronic submission of the proposal and for correspondence regarding this request for proposal, the RFP number, as appears in the cover letter for this solicitation and your company name must be clearly indicated in the subject line of your e-mail and in the names of any documents attached to the e-mail.

**Please send your cost proposal and technical proposal separately, with two different emails.**

(a) **Concept paper**

The potential applicants are required to produce a concept paper not exceeding 2 pages describing the following:

- A designed Technical Coordinator;
- Overview of the applicant (e.g. location, structure, number of staff, revenue etc.)
- The applicant’s profile, including the countries where it operates, strategic partnerships and the main activities performed in the past 2 years;
- The applicant’s approach to identify and address community mobilization and capacity development needs of the targeted HIV key populations’ networks;
- The link between the work of the applicant and the objectives of component 2 of the CRG-SI, as per described in this RFP.

(b) **Action plan for supporting the CRG-SI throughout 2017-2019**

The action plan should not exceed 3 pages and include the following:

- A detailed description of the priority programs to be funded by the CRG-SI grant, including the key objectives, milestones, expected partnerships and key expected outcome for the target key population and constituencies affected;
- List of priority region and countries where the proposed programs will be implemented;
- Description on how the program will be monitored and how the results will be measured;
- Details on how target communities and key populations will be involved in program development, implementation and monitoring of the program.

(c) **Evidence of technical expertise**

The proposal should include at least 3 CVs of key members of the applicant’s network – Including the CV of the designed Technical Coordinator - who will be directly responsible for implementing core capacity development activities funded by the grants.
(d) Key population’s references

Applicants may enclose one or more letters of reference from key population networks from countries or regions where the applicants has activities, describing why they believe that the applicant’s work plan can contribute to their engagement should be funded by the Global Fund.

(e) Budget proposal

Applicants should submit their budget proposal to achieve the action plan requested in this RPF. The budget proposal must be denominated in US dollars and include the following:

- Detailed breakdown of activities mentioned in the work plan – as per technical proposal presented and related costs attributed to each partner of the consortium or network.
- Monthly net staffing costs, including salaries and all social benefits;
- Administrative fees;
- Monitoring and evaluation activities (please note that 3% of the total budget should be set aside to this cost category)
- Breakdown estimate of any other direct and indirect costs, which are considered necessary for completion of the work.

Please state assumptions made when submitting pricing including any additional options, and stating all conditions.

(f) Budget ceilings and conditions

- The budget proposal should cover up to 2,5 years, within the period of July 2017 to December 2019.
- The minimum total budget amount to be requested is US$ 350,000.00 and the maximum is US$ 750,000.00.
- Within the total budget, the maximum amount requested per year cannot exceed US$ 300,000.00.
- Final awards are to be decided by the Global Fund based on the soundness and relevance of the proposals to the targeted key populations, as well as on other factors such as the number of grantees selected for final award.

(g) Other supplementary documents

In addition, potential suppliers may add any other documents they see relevant to clarify their expertise in conducting this work.

2. Proposal Submission and Communications

Proposal submissions and all communication shall be sent via e-mail to the following contacts only:

- Solicitation@theglobalfund.org and
- Orion Yeandel at Orion.Yeandel@theglobalfund.org

The full proposal must be submitted no later than 5 pm Geneva time, 19 June 2017.

Please submit two separate emails, one containing your cost proposal, and one containing your technical proposal.
Both the subject line of your email and the attached document must be labeled as follows:
Your organization name – technical proposal – TGF-17-080
Your organization name – cost proposal – TGF-17-080

3. Specific Instructions

Period of validity
Proposals should be valid for a period of 1 calendar month from the closing date of their receipt.

Modifications to Proposal
No further additions to, or modifications on submitted proposals shall be allowed unless it is proven to be a bona fide typographical error or omission and that it may have material impact on the evaluation process. Such additions or modifications may only be effected with prior, written, approval from The Global Fund.

Tender expenses
Suppliers are solely responsible for their own expenses or losses, if any, in preparing and submitting an offer to this Request for Proposal. This would include any costs incurred during functional demonstrations and subsequent meetings and negotiations.

Currency and language to be used
All costs in the pricing spreadsheets must be in USD only (for proposal). The currency of the contract will be in USD. All communication in respect to this RFP shall be in English.

4. General information

The Global Fund may, at its discretion, change the closing date, cancel the RFP, or revise the terms of reference, by issuing an amendment to this solicitation. All amendments to this RFP will be posted on the Global Fund website: http://www.theglobalfund.org/en/business/

It is the Supplier’s responsibility to consult the Global Fund’s website to ensure that they are aware of amendments to this RFP.

The Global Fund may (a) reject any or all proposals, (b) accept for award a proposal other than the lowest cost proposal, (c) accept more than one proposal, (d) accept alternate proposals, (e) accept part of a proposal, (f) waive informalities and minor irregularities in proposals received, and (g) cancel this RFP.

The Global Fund may award one or more contracts on the basis of initial proposals received, without discussions or negotiations. Therefore, each initial proposal should contain the Supplier’s best terms from a cost and technical standpoint. The Global Fund reserves the right (but is not under obligation to do so) to enter into discussions with one or more Suppliers in order to obtain clarifications or additional detail, to suggest refinements in the technical proposal or other aspects of the proposal, or negotiate the cost proposal.

The Global Fund will be under no obligation to reveal, or discuss with any Suppliers, how a proposal was assessed, or to provide any other information relative to the selection process. Suppliers whose proposals are not selected will be notified in writing of this fact, and shall have no claim whatsoever for any kind of compensation.

This RFP shall not be construed as a contract or a commitment of any kind. This request for proposals in no way obligates the Global Fund to award a contract, nor does it commit the Global Fund to pay any cost incurred in the preparation of the proposal.
In addition to the written proposal, the Global Fund may request bidders to make oral presentations in English or to participate in a pre-proposal conference. The date, time, and place for such (if any) will be communicated to all eligible bidders. Any statement or presentation made during these meetings shall not in any way amend or modify the Global Fund RFP Invitation Notice solicitation.

Information obtained through oral presentations will be considered in the overall evaluation process.

ATTACHMENT D
THE GLOBAL FUND TERMS AND CONDITIONS OF PURCHASE OF SERVICES
15 September 2015