

REQUEST FOR QUOTATIONS (RFQ)

RFQ Information Table	
Issue Date:	21/03/2023
RFQ Closing Date:	05/04/2023
Quotation Submission Address:	By E-mail to Beatriz Thome: Beatriz.Thome@theglobalfund.org
Global Fund Contact and Contact Information:	By E-mail to Beatriz Thome: Beatriz.Thome@theglobalfund.org

Subject: Request for Quotations - Developing a Monitoring and Evaluation (M&E) Operational plan for The Global Fund following the development and approval of the Global Fund M&E Framework

1. The Global Fund to Fight AIDS, Tuberculosis and Malaria (the “Global Fund”), invites quotations for an M&E plan for the purpose of operationalizing the Global Fund M&E Framework, as fully described in Attachment A (Terms of Reference) of this RFQ.
2. This RFQ consists of the following sections:
 - a. Attachment A: Terms of Reference;
 - b. Attachment B: Quotation Requirements; Terms & Conditions

**ATTACHMENT A:
Terms of Reference**

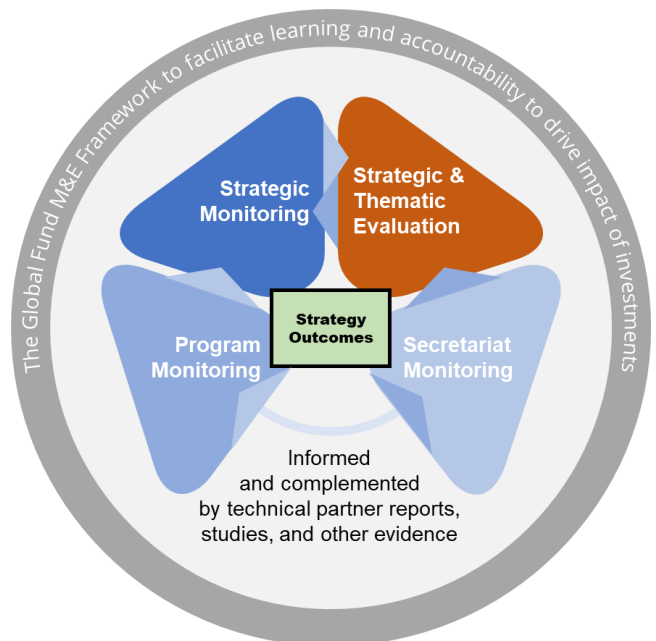
Terms of Reference (TOR)

Title Developing a Monitoring and Evaluation Operational plan for The Global Fund following the development and approval of the Global Fund M&E Framework

Introduction In 2022 a Global Fund M&E Framework was developed with the objective to facilitate performance management, continuous learning and improved decision-making by providing relevant, comprehensive, complete, and timely information to improve health program quality, efficiency, effectiveness, and therefore impact of Global Fund investments.

The M&E Framework includes 4 interrelated components: Program Monitoring, Strategic Monitoring, Strategic & Thematic Evaluation, and Secretariat Monitoring. Each component contains interlinked measurement frameworks, systems, and tools that generate data and evidence that serve different purposes and audiences across Global Fund grants and Strategy life cycles. Insights from partner reporting, research, and other evidence generation also inform and/or complement each component.

Collectively, information coming through the four components of the M&E Framework provides a comprehensive picture of progress towards achieving the Strategy outcomes and on how well the Global Fund is delivering on its mandate.



There is a need to develop an M&E plan to guide effective implementation of the four M&E framework components, that will detail the necessary M&E mechanisms and tools that will help the Global Fund in operationalizing M&E internally as well as externally, in response to the new Strategy.

Background More background information is provided at the Global Fund [website](#) on The Global Fund's Monitoring and Evaluation Framework. Additional reference documentation will be provided to the consultant as relevant.

**Scope/
Objective** The Consultant will work in collaboration with the relevant stakeholders (Program Monitoring Department, Grant Management Division, Technical Advice and Partnerships, SO, etc) to develop a monitoring and evaluation plan for the operationalization of the Global Fund M&E framework.

Tasks Specific tasks for the Consultant will include:

- Review relevant background documentation (5 days) on existing measurement frameworks and tools across Global Fund technical teams;
- Carry out key informant interviews as defined by MECA/PMD (5 days) in order to collect information on key content to be included in the M&E plan, from various technical teams' perspectives.
- Redacting the M&E plan and discussing drafts with relevant stakeholders (20 days). A draft outline will be discussed with relevant stakeholders prior to further development.
- Supporting validation and dissemination of the M&E plan (10 days)

Deliverables

- Draft outline of the M&E plan following desk review and key informant-interviews
- Final M&E plan for dissemination

**Experience
Skills**

Education:

- Postgraduate degree in medical science, public health, epidemiology, international development or relations, information systems management, health system management, health economics, social sciences, statistics, or equivalent.

Experience:

- Demonstrated minimum 15 years in monitoring and evaluation design and implementation in cross-cutting health system areas in organizations and developing countries, as well as in writing key strategic documents;
- Experience in working with the Global Fund is a must for this assignment.

Language:

- Fluency in written and spoken English; and fluency in French and other working languages desirable.

Core Competencies:

- Excellent analytical, writing, presentation, and overall communication skills.

Place of Performance Remote, with 2 trips to Global Fund office (Geneva): one in the beginning of the assignment, and another towards the end to support validation of the M&E plan.

Period of Performance Expected LoE = **40 days**, from March to May 2023.

Attachments All necessary supporting documents will be provided to the consultant, including Global Fund Strategy, Global Fund M&E framework approved, any relevant reviews (data needs, OIG, TERG, etc), M&E guidance documents, other technical guidance as relevant.

Contracting Party Global Fund

Evaluation Criteria (for RFQ) Technical requirements will make up **80%** of the overall score, with the cost proposal making up the remaining **20%** of the score. The technical score is weighted as per the below table.

Technical requirements	WEIGHTAGE
Education <ul style="list-style-type: none"> • Postgraduate degree in medical science, public health, epidemiology, international development or relations, information systems management, health system management, health economics, social sciences, statistics, or equivalent. 	15%
Experience <ul style="list-style-type: none"> • Demonstrated minimum 7 15 years in monitoring and evaluation design and implementation in cross-cutting health system areas in organizations and developing countries, as well as in writing key strategic documents; • Experience in working with the Global Fund is a must for this assignment. 	45%
Language <ul style="list-style-type: none"> • Fluency in written and spoken English; and fluency in French and other working languages desirable. 	20%
Core Competencies <ul style="list-style-type: none"> • Excellent analytical, writing, presentation, and overall communication skills. 	20%

**ATTACHMENT B:
Quotation Requirements | Terms & Conditions**

A. Submission

1. The quotation must be submitted no later than the Closing Date, and by email to the Quotation Submission Address, indicated in the RFQ information table. Quotations which are submitted late or are incomplete may not be considered in the selection process. Any question should be sent to the Global Fund Contact as indicated in the RFQ information table.
2. The quotation must be denominated in USD exclusive of tax and submitted in English, in its original version in Portable Document Format (PDF). The quotation must include the following:
 - a. Daily rate of the bidder
 - b. Detailed CV of the bidder
 - c. **Relevant writing sample(s) (reports, written assignments, M&E Plans)**
3. The Global Fund may award one or more contract(s) on the basis of the quotations received, without discussions or negotiations. Therefore, each quotation should contain the bidder's best terms from a technical and cost standpoint. The Global Fund reserves the right (but is not under obligation to do so) to enter into discussions with one or more bidders in order to obtain clarifications or additional detail or negotiate the cost quotation.
4. The bidders are requested to indicate the earliest start date and to hold the price quotation for 90 days from the RFQ Closing Date. The Global Fund will make its best effort to finalize selection within this period.

B. Evaluation Criteria

Supplier selection will be based on the methodology and following criteria:

SELECTION CRITERION	WEIGHTAGE (Total = 100)
Education Postgraduate degree in medical science, public health, epidemiology, international development or relations, information systems management, health system management, health economics, social sciences, statistics, or equivalent.	12% (corresponding to 15% of the technical score)
Experience <ul style="list-style-type: none"> • Demonstrated minimum 7 15 years in monitoring and evaluation design and implementation in cross-cutting health 	36% (corresponding to 40% of the technical score)

} Maximum technical points

system areas in organizations and developing countries, as well as in writing key strategic documents; Experience in working with the Global Fund is a must for this assignment.	
Language Fluency in written and spoken English; and fluency in French and other working languages desirable.	16% (corresponding to 20% of the technical score)
Core Competencies Excellent analytical, writing, presentation, and overall communication skills.	16% (corresponding to 20% of the technical score)
Cost (<i>must be factor</i>)	20%

“A quotation may be considered within the competitive range if it receives at least **56** out of **80** maximum technical points available.” Therefore, if a quotation received **56** or above, it is deemed *Technically Acceptable* otherwise *Technically Not Acceptable*. *Technically Not Acceptable* quotations are eliminated and only those that that are *Technical Acceptable* will undergo cost evaluation. Contract is typically awarded to the supplier that obtains the highest combined technical and cost score.

C. Legal Matters

1. This RFQ is in line with and subject to the following documents:

- a. The Global Fund’s **Procurement Policy** (2008, as amended from time to time) which may be found at <https://www.theglobalfund.org/en/business-opportunities/>.
- b. The **Code of Conduct for Suppliers (2021, as amended from time to time)**, which may be found at: https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf
- c. The **Sanctions Panel Procedures Relating to the Code of Conduct for Suppliers (2014, as amended from time to time)**, which may be found at https://www.theglobalfund.org/media/6015/corporate_sanctionsprocedures_policy_en.pdf
- d. The **Global Policy on Conflict of Interest** (2020, as amended from time to time), which may be found at https://www.theglobalfund.org/media/6016/core_ethicsandconflictinterest_policy_en.pdf?u=637319004468800000; and
- e. The **Global Fund Terms and Conditions of Purchase of Services or the Global Fund Terms and Conditions of Purchase of Goods, (21 August 2020, as amended from time to time)**, as applicable, which will also be an integral part of any contract resulting from this RFQ, and which may be found at <https://www.theglobalfund.org/en/business-opportunities/>.

2. Submitting a quotation in response to this RFQ constitutes an acceptance of the terms indicated herein and of the terms of each of the above documents. If a bidder has any reservation with regard to the documents mentioned in Section C.1, including to the Global Fund Terms and Conditions of Purchase of Services or the Global Fund Terms and

Conditions of Purchase of Goods, as applicable, the bidder must raise such reservations during the RFQ process. The Global Fund reserves the right to reject the quotation of any entity or individual that fails or refuses to comply with, or accept, such terms.

3. The Global Fund makes no offer of a contract by posting this RFQ or evaluating any quotations submitted in response to it, and there is no legal agreement or relationship, whether in contract (express, implied or collateral) or tort, created by this RFQ process between the Global Fund and any bidder, with the sole exception of the provisions of this Section C. This RFQ in no way obligates the Global Fund to award a contract.
4. The bidder shall bear all costs associated with the preparation and submission of its quotation, and the Global Fund shall not be responsible or liable for those costs, whether direct or indirect, regardless of the conduct or outcome of the RFQ, nor if the RFQ is cancelled, altered or postponed for any reason. This includes, but is not limited to, any and all costs incurred for the oral presentations, site visits, visits to the Global Fund, functional demonstrations, and subsequent meetings and negotiations.
5. The Global Fund may, at its discretion, amend the RFQ, change the Closing Date for the submission of quotations or revise the Terms of Reference, by issuing an amendment to this RFQ.
6. The Global Fund may invite bidders to make oral presentations in English or to participate in a pre-proposal conference. The date, time and place of such presentation or pre-proposal conference will be formally communicated by the Global Fund to all bidders or pre-qualified bidders, as relevant. Any statement made during these meetings shall not in any way amend or modify the RFQ, unless it is issued as an amendment to the RFQ.
7. Contract award will be on the basis of obtaining best value for money whilst ensuring the requirements of the Global Fund are effectively met. At any time prior to contracting the Global Fund may (a) reject any or all quotations, (b) accept other than the lowest priced quotations, (c) accept more than one quotation, (d) accept alternate quotations, e) accept parts of a quotation (f) waive informalities and minor irregularities in quotations received, and (g) withdraw an award in case of changed circumstances.
8. The Global Fund will not reveal or discuss with any bidder, how a quotation was assessed, or to provide any other information relative to the selection process. Bidders whose quotations are not selected may be notified in writing of this fact and shall have no claim whatsoever for any kind of compensation.
9. The bidder acknowledges and agrees that pursuant to the Global Fund policies and procurement procedures, the Global Fund may publish certain information consistent with its public status and commitment to transparency. As such, should the bidder be awarded a contract, the bidder acknowledges and agrees that the Global Fund may publish certain information relating to procurement contract awards, including without limitation the service provider's name, as disclosed on its website.
10. The Global Fund conducts integrity due diligence on its suppliers as a matter of course, including screening against international watchlists and adverse media databases. By responding to this RFQ, the bidder acknowledges that risk-based due diligence measures, including personal data processing, where relevant, form a part of the Global Fund supplier selection and management. Integrity issues identified through due diligence may be raised during selection or subsequently and will normally be managed by requesting departments with support of Ethics Office, e.g. through mitigation measures. Global Fund may not retain suppliers that have been sanctioned by the UN, international financial institutions and major donors.

11. Personal data (i.e. any information relating to an identified or identifiable natural person) will be treated in compliance with Global Fund's policies, the Terms and Conditions of Purchase of Services or Terms and Conditions of Purchase of Goods, as applicable, and the Privacy Statement for the Global Fund Procurement Process (as amended from time to time) <https://www.theglobalfund.org/en/business-opportunities/>.
12. Through its participation to the RFQ process, the bidder acknowledges and warrants that it complies with internationally recognized standards for human rights, labor, the environment, anti-money laundering and anti-corruption. The bidder also acknowledges and warrants that they will neither use or engage in, nor allow their employees or other persons engaged by them to use or engage in sexual exploitation and abuse, and sexual harassment.
13. The investigative, decision-making, and sanctions policies and processes of the Global Fund, including the activities of its Inspector General, the Global Fund's Code of Conduct for Suppliers, and consideration of any findings of fraud or abuse by the Global Fund Sanctions Panel, should the Global Fund in its sole discretion choose to refer the matter to the Sanctions Panel, shall apply to this RFQ and any resulting contract, and these processes may include, without limitation, public disclosure at the Global Fund's full discretion of any findings and/or decisions.
14. Any dispute, controversy, claim, or issue arising out of this RFQ or surrounding this process, shall be finally settled by arbitration conducted in accordance with the United Nations Commission on International Trade Law (UNCITRAL). The number of arbitrators shall be one; the appointment authority for such arbitrator shall be the International Chamber of Commerce International Court of Arbitration. The place of arbitration shall be Geneva, Switzerland, and the language used at the arbitration shall be English. The arbitral award shall be final.
15. The bidder acknowledges that, by virtue of its status as an international organization, the Global Fund benefits from privileges and immunities provided under international and national laws. Nothing contained in this RFQ may be construed as a waiver, express or implied, of the privileges and immunities accorded to the Global Fund, whether as of the date of this RFQ or thereafter.