

REQUEST FOR PROPOSAL
Reference No: RFP 2021/03

Documenting new science and information on country-level information about PrEP, HIV Self-Testing and 'Undetectable = Untransmittable'

Dear Sir/Madam,

APCOM hereby invites RFP from individual professionals or firms for a consultancy assignment to Documenting new science and information on country-level information about PrEP, HIV Self-Testing and 'Undetectable = Untransmittable'.

APCOM works to improve the health and rights of gay men, other men who have sex with men and SOGIESC people across Asia and the Pacific. Based in Bangkok, APCOM is a not-for-profit organisation representing and working with a network of individuals and community-based organisations across 38 countries in Asia and the Pacific.

APCOM has a primary focus on HIV because it is a key health issue for gay men and other men who have sex with men in the region. APCOM also addresses other related health issues for our communities such as sexual health, mental health and drug use.

APCOM also focuses on improving relevant human and legal rights across the region as discrimination, stigma, criminalisation and exclusion impact on the health outcomes of the communities we serve.

In order to prepare a responsive proposal, interested consultants or firms are expected to examine in detail the RFP documents:

- Annex 1. Proposal Instruction Sheet (PIS)
- Annex 2. Terms of Reference (TOR)
- Annex 3. Evaluation Methodology and Criteria
- Annex 4. Format of Technical Proposal
- Annex 5. Format of Financial Proposal

The interested consultants or firms will be selected based on the Evaluation Methodology and Criteria indicated in Annex 3.

This letter is not to be construed in any way as an offer to contract.

Yours sincerely,
APCOM Secretariat

1. Proposal Instruction Sheet (PIS)

No.	Instruction to Proposers	Specific Requirements
1	Deadline for Submission of Proposals	<p>Date and Time: 31 March 2021, Friday 6:00 PM, BKK GMT+7</p> <p>City and Country: Bangkok, Thailand (for local time reference, see www.greenwichmeantime.com)</p> <p>This is an absolute deadline, the proposal received after this date and time will be rejected.</p>
2	Manner of Submission	<p><input checked="" type="checkbox"/> Electronic submission of Proposal (PDF converted file) only</p>
3	Address for Proposal Submission	<p>Your offer comprising of technical proposal and financial proposal must be entirely separated and submitted in two (2) different files with clear subject as [Financial Proposal: RFP Ref No: 2021/03] and [Technical Proposal: RFP Ref No:2021/03]</p> <p>Both the proposals should reach the following email address</p> <p>Technical Proposal: JoinUs@apcom.org</p> <p>Finance Proposal: finance@apcom.org</p> <p>Not later than</p> <p>Date and Time: 31 March 2021, Friday 6:00 PM, BKK GMT+7</p>
4	Language of the Proposal	English. The Proposal, as well as related correspondence, should be written in English.
5	Proposal Currencies	USD
6	Proposal Validity Period commencing after the deadline for submission of proposals	30 days
7	Technical proposal	Technical proposal shall not include any financial information. A technical proposal containing financial information may be declared non-responsive. Consultants or firms must use the forms listed in this RFP.
8	Financial proposal	The financial proposal shall be prepared using the proposed RFP forms (can add rows for new line items)
9	Clarifications of solicitation documents	Requests for clarification shall be submitted 3 days before the deadline for submission of the proposal.

10	Contact address for requesting clarifications on the solicitation documents	<p>Requests for clarification should be addressed to the e-mail address: lnadr@apcom.org</p> <p>Proposers must not communicate with any other personnel of APCOM regarding this RFP.</p> <p><u>This Email Address is for clarifications only. Do not send or copy your proposal to this e-mail address, doing so will disqualify your proposal.</u></p>
11	Opening of proposals	APCOM will open the Technical Proposals in the presence of an Evaluation Committee formed in accordance with its Operational Manual.
12	Evaluation	Refer to Annex 3
13	Negotiation	<p>Negotiation in the RFP is allowed with the short-listed suppliers only. The purpose of the negotiation is to help and clarify ambiguities, correct mistakes, discuss on technical matters, deficiencies in order to improve in both the technical and financial aspects of the offers.</p>
14	Award of contract	<p>APCOM reserves the right to accept or reject any Proposal and to annul the solicitation process and reject all Proposals at any time prior to award of the contract, without any obligation to provide any notice, explanation or justification, therefore.</p> <p>Prior to the expiration of the period of Proposal validity, APCOM will award the contract to consultant/firm who obtains the highest score according to the Evaluation Methodology and Criteria.</p> <p>APCOM will send the successful bidder the Contract which constitutes the Notification of Award. Within 5 working days of receipt of the Contract, the successful bidder shall sign and date the Contract and return it to the APCOM office.</p>
15	Confidentiality	Information relating to the evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal.

Annex 2. TERMS OF REFERENCE

Title of Activity	:	Documenting new science and information on country-level information about PrEP, HIV Self-Testing and 'Undetectable=Untransmittable'
Project	:	Meeting Targets and Maintaining Epidemic Control (EpiC)
Period of Consultancy	:	20 days
Reports to	:	Executive Director

1. Introduction

1a. About APCOM

APCOM is a not-for-profit regional organisation based in Bangkok, Thailand, representing and working with a network of individuals and community-based organisations across 38 countries in Asia and the Pacific.

APCOM works to improve the health and rights of gay men, other men who have sex with men and SOGIESC people across Asia and the Pacific.

APCOM has a primary focus on HIV because it is a key health issue for gay men and other men who have sex with men in the region. APCOM also address other related health issues for our communities such as sexual health, mental health and drug use.

APCOM also focuses on improving relevant human and legal rights across the region as discrimination, stigma, criminalization and exclusion impact on the health outcomes of the communities we serve.

The organisation's Strategic Framework 2018-2020 has the following main themes and strategic objectives:

- i. HIV is not over: Strengthening the HIV response
- ii. Our Rights: Protecting our communities
- iii. Our Strength: Stronger interlinked communities and broader partner networks

2. About the Project

Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID) which is dedicated to achieving and maintaining HIV epidemic control. EpiC builds upon the successful investments in key population (KP) programming from the USAID-funded, FHI 360-led Linkages Across the Continuum of HIV Services for Key Populations Affected by HIV (LINKAGES) project (2014 – 2020). EpiC is designed to break through remaining, persistent barriers to achieving the 95-95-95 goals among both key and priority populations (PP) and promotes self-reliant management of national HIV programs.

A range of KP advocacy activities are ongoing across Asian countries, however efforts are splintered and would benefit from the mobilization of nascent and mature KP organizations to engage in collective policy dialogues to generate and elevate national KP advocacy agendas that prioritize KP HIV and health services, human rights, and ending stigma and discrimination, especially with MSM and transgender women to ensure they have access to a cascade of HIV services to reach viral suppression.

APCOM implements a project supported by EpiC titled **Strengthening community systems to reach Epidemic Control in Indonesia, Nepal, Myanmar, Philippines and Thailand**. The project's main objective is to strengthen and improve participation of community-based organisations to improve HIV cascade among key and priority populations and reach epidemic control in the Asia region. The scope of APCOM's work includes ensuring key population communities' participation in Country Operational Plans (COP) processes at the country level.

3. Scope of Work

The scope of work will include the following tasks:

3.1. Conduct a desk review of recent updates about the following innovations on HIV prevention and treatment:

- Pre-Exposure Prophylaxes (PrEP)
 - Recent updates about daily PrEP, Event-Driven PrEP and long-acting injectable cabotegravir (CAB-LA);
 - Roll outs and/or results of PrEP pilot projects in Asia-Pacific Countries;
 - Availability, accessibility and costing of PrEP in different countries in Asia-Pacific;
 - Regulatory barriers in the implementation and rollout of PrEP at the country level
 - Access points of PrEP both online and offline
- HIV Self-Testing
 - Status of country-level Food and Drug Administration (FDA) approval;
 - Status of HIV self-testing in national policies;
 - Implementation stages of HIVST at the country level
 - Costing of HIVST kits
 - Regulatory barriers in the roll out of HIVST at the country level
- Undetectable=Untransmittable (U=U)
 - Existing campaigns and implemented activities in countries in Asia-Pacific using the principles of U=U;
 - Implementation of program-related activities including but not limited to:
Sensitization of PLHIVs, service providers and CBOs about the landmark findings on U=U;
Training of community advocates, community organisations and service providers;
Incorporating U=U messages in relevant community outreach, education info and social media campaigns;

3.2. Produce a user-friendly report on the results of desk review. The report will be used to update the information currently compiled and presented in the online resource hub www.prepmap.org;

4. Methodology and Activities

Task 1. Desk Review

Task 2. Producing a user-friendly report

5. Payment Schedule and Milestones (20 days)

	Milestone	Anticipated number of working days	% Payment
1	Outline of Deskreview	5 days	20%
2	Desk review and draft report	10 days	50%
3	Final draft report	5 days	30%

6. Knowledge and Skill Requirement

Education : Bachelor in Social Science or any relevant field. A Master's Degree in Public Health is not required by preference;

Professional Experience:

- Minimum 5 years of professional working experience and providing consultancy services specially for Key Affected Population in epidemiology , statistics and HIV service delivery

Functional/ Technical Knowledge:

- Demonstrate expertise and understanding of epidemiological data, programmatic interpretations, human rights violations relating to Sexual Orientation and Gender Identity Issues preferably with the knowledge of Asia-Pacific Region context;
- Ability to analyse and consolidate information from multiple sources.
- Excellent written communication skills in English, especially in drafting a concise, easy to understand how to publication.

7. Reporting and Communication

The recruited consultant will work closely with APCOM's Programmes Officer.

ANNEX 3. Evaluation Methodology and Criteria

A. Technical Proposal Selection:

- The quality of each technical proposal will be evaluated in accordance with the following technical evaluation criteria and the associated weighting;
- The weight of Technical Proposal is 80%. Any technical proposal with a score below 65 is rejected, and the financial file will remain unopened at the end of the selection process.
- Content of TP must be in one document not exceeding 10 pages. Use Page Break in starting each section.

Technical Proposal Content and Selection Criteria		% Score
A	VALUE STATEMENT (1 page maximum) Indicate why applicant is the most suitable choice.	10%
B	PORTFOLIO (1 page maximum) Present most recent and ongoing assignments (most relevant to the RFP) with results	10%
C	APPROACH or METHODOLOGY (5 pages maximum) <ul style="list-style-type: none"> • Introduction to assignments' implementation approach • Goals / objectives • Proposed approach to produce expected outputs and assignment's objectives • Proposals are invited to recommend additional content or subject which are deemed necessary • Proposals are invited to present a template or format which are proven effective in capturing relevant information • Timelinework plan (with milestones presented in the ToR) 	30%
D	QUALITY ASSURANCE AND MONITORING (1 page maximum) Propose strategy/Steps for quality control and check Indicate how to measure success or achievements	20%
E	CURRICULUM VITAE (2 pages maximum) Provide detailed CV/profile of the consultant/firm highlighting on specialized knowledge that may be applied to the performance of the TOR. Include experiences in the region.	10%
65% of 800 pts = 520 pts needed to pass technical		80%

A proposal shall be rejected at this stage if it fails to achieve the minimum technical threshold of 65%

B. Financial Proposal

- The weight of Financial proposal is 20%. The criteria listed below is used to evaluate the financial proposal:
 - a. Compliance with template and FP requirements
 - b. Cost-Efficiency or Value for money
 - c. Reasonableness and compatibility with TP
 - d. Ability to adhere to service quality throughout the contract period

The Proposals will be ranked according to their Combined Technical and Financial Proposal scores. The proposal achieving the highest combined score will be invited for Negotiation and Contract Award.

ANNEX 4. Format of Technical Proposal

Proposals not submitted in this format may be rejected. The Technical Proposal should include the following details,

Covering Letter (use the sample provided, please submit signed copy with organization seal)

To:

Date:

APCOM Foundation
48 Soi Udomsuk 13, Bangna-Nua
Bangna, Bangkok, 10260

We, the undersigned, hereby are pleased to submit the Technical Proposal in response to the RFP Reference number (XXX).

We, the undersigned, declare that we have read and understood the Terms of Reference, evaluation method, sample contract. We at this moment declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We have followed the Proposal Instruction Sheet and accordingly prepared our submission. We understand that you are not bound to accept the lowest evaluated proposal or any other proposal that you may receive.

Signed: _____ [insert date of signing]

Name: _____ [insert complete name]

Position:

Technical Proposal

(Refer to Annex 3: Technical Proposal Content and Selection Criteria)

Important submissions

- Soft copies or link of previous work: module, guide/manual, workshop reports
- Minimum 3 references (Name, organization, nature of business/association, email address)

ANNEX 5. Format of Financial Proposal

Finance Proposal

The Financial Proposal must be prepared and submitted as a separate PDF file from the rest of the RFP response as indicated in (Annex 1). The components comprising the total price must provide sufficient detail to allow APCOM to determine compliance of proposal with requirements as per TOR of this RFP.

Instructions:

- Use the most recent daily consultancy rate (attach evidence, recent contract)
- Include airfare round trip (only economy) and daily stay and allowance estimated cost.
- Include any other ground travel or incidentals expected expenses based on your experience
- Please provide explanation/notes for each line item for clarity during evaluation
- Include any tax (%) applicable to this assignment as per your country law.

Company:					
Budget Code:					
Assignment Title:					
Contract Period:					
Task (as mentioned in the ToR)	Number of days	Daily rate	Amount (USD)	Payment Schedule	Notes
A. Consultancy Fees					
Deliverable 1: Outline of Deskreview	0	0	-	20% 1 st Payment	
Deliverable 2: Desk review and draft report	0	0	-	50% 2 nd Payment	
Deliverable 3: Final draft report	0	0	-	30% 3 rd Payment	
			-		

Sub total			-		
Is there any tax applicable VAT			-		
Total A			-		
B. Operational Cost (N/A)					
Airfare round trip to and from duty station					
Living allowance					
Terminal cost (ground travel)					This is just an estimation, will be reimbursed based on actuals.
Visa fees					
Other (specify):					
Sub total			-		
X% VAT			-		
Total B			-		
GRAND TOTAL (A+B)			-		

Signature of Financial Proposal

Signature/Stamp of Entity/Date

Name and position: