



## REQUEST FOR PROPOSALS (RFP)

### INVITATION NOTICE

RFP Information Table	
<b>RFP Number</b>	<b>TGF-24-43</b>
<b>RFP Title</b>	<b>Evaluation of Community Responses and Systems Strengthening</b>
<b>Issue Date:</b>	<b>27/06/2024</b>
<b>Deadline for Questions:</b>	<b>17/07/2024</b>
<b>RFP Closing Date<sup>1</sup>:</b>	<b>08/08/2024</b>
<b>RFP Closing Time<sup>1</sup>:</b>	<b>17:00 (Local time in Geneva, Switzerland)</b>
<b>Virtual information session</b>	There will be one virtual information session in July for this RFP Registration: Please express interest in participating to the information session by sending an email to <a href="mailto:manon.vanrijswijk@theglobalfund.org">manon.vanrijswijk@theglobalfund.org</a>
<b>Proposal Submission Address:</b>	Following URL for TGF Sourcing Application: <a href="https://fa-enmo-saasfaprod1.fa.ocs.oraclecloud.com/">https://fa-enmo-saasfaprod1.fa.ocs.oraclecloud.com/</a>

The Global Fund to Fight AIDS, Tuberculosis and Malaria (the “Global Fund”) invites all potential suppliers (the “Bidders”) to submit proposals for the above-captioned RFP.

This RFP is comprised of the following sections and attachments:

- Section 1: Terms of Reference
- Section 2: Proposal Requirements and Evaluation
- Section 3: Proposal Submission
- Section 4: Criteria for Inception Report
- Section 5: Legal Matters
- Annex 1: Certificate of Conformance
- Annex 2: The Global Fund Terms and Conditions for the Purchase of Goods and Services (“Terms and Conditions”)
- Annex 3: Cost proposal template

## SECTION 1 TERMS OF REFERENCE

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### A. SCOPE OF WORK

**Introduction** The Global Fund is commissioning an independent evaluation of its Community Responses and Systems Strengthening (CRSS) activities. Proposals from Bidders, structured as a consortium led by or co-led by, or which otherwise includes, a community-based / community-led organization or network, are desirable.

The evaluation will be managed by the Evaluation and Learning Office (ELO) of the Global Fund under the oversight of the Global Fund Independent Evaluation Panel (IEP). The findings and recommendations from this evaluation will inform Global Fund's approaches to CRSS in preparations of Grant Cycle 8 (GC8) (2026-2028) with the objective to provide comprehensive people-centered services and maximize the impact on the three diseases.

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**Background** The Global Fund is a worldwide partnership to defeat HIV/AIDS, tuberculosis (TB) and malaria and ensure a healthier, safer, more equitable future for all. The Global Fund raises and invests more than US\$5 billion a year to fight the deadliest infectious diseases, challenge the injustice that fuels them, and strengthen health systems and pandemic preparedness in more than 100 of the hardest hit countries. Since 2002, the Global Fund partnership has saved 59 million lives.

The Global Fund has long recognized the critical role that communities play in the response to HIV, TB, and Malaria (HTM). Global Fund's support to CRSS is an embodiment of this recognition, focusing on empowering communities to lead and participate actively in the fight against these epidemics<sup>1</sup>. CRSS, for this evaluation, includes responses led and based in communities and the systems strengthening interventions for their effectiveness, quality, and impact. Global Fund supports community responses through the three disease components, and community systems strengthening through investments in Resilient and Sustainable Systems for Health (RSSH). Community systems are the structures, mechanisms, processes, and actors that engage and deliver interventions within communities. These systems may be community-led or community-based, both of which are important to deliver programs to communities<sup>2</sup>. Community-led systems and responses are led by the community while community-based systems and responses are delivered in the community. Community-based responses are delivered within government health programs and others by independent non-governmental organizations. Community System Strengthening (CSS) is a set of interventions intended to

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<sup>2</sup> [https://www.theglobalfund.org/media/4790/core\\_communitysystems\\_technicalbrief\\_en.pdf](https://www.theglobalfund.org/media/4790/core_communitysystems_technicalbrief_en.pdf)

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support the development of informed, capable, and coordinated communities, and community-based and community-led organizations, groups, and structures. These entities are crucial for advancing health and equity, particularly in the efforts against HIV, TB, and malaria. Community Responses are the actions and strategies planned and implemented by communities to address health and development issues.

CRSS aligns with the Global Fund's 2023-2028 Strategy, which emphasizes the importance of community health as a cornerstone of global health and pandemic preparedness<sup>3</sup>. The CRSS approach is informed by lessons learned from previous implementation phases and is continuously evolving to incorporate innovations such as community-led monitoring (CLM), which has shown promise in enhancing program quality and accessibility<sup>4</sup>. In summary, CRSS represents the Global Fund's commitment to a community-centric approach, recognizing that sustainable health outcomes can only be achieved when communities are empowered to lead, monitor, and advocate for their health.

The estimated investment to date in Grant Cycle 7 (GC7) signed grants for CSS totals \$104 million. The Global Fund prioritized four key interventions under CSS in its 2023-2028 Strategy and for the allocation period of 2023-2025. These interventions are: (1) community-led monitoring (CLM) to enable communities to oversee and report on the quality and effectiveness of health services; (2) community-led research and advocacy to support communities to conduct research and advocate for their health needs and rights; (3) community capacity building and leadership development to strengthen the abilities of community members to lead and manage health initiatives; and (4) community engagement, linkages, and coordination to promote collaboration between communities, health services, and other stakeholders to enhance the impact of health programs. These interventions could interact given the political economy associated with the diversity of civil society groups that engage with different strands.

These interventions are designed to ensure that the Global Fund's investments are responsive to the needs of the communities they serve and that they contribute to the broader goal of ending the epidemics of HIV/AIDS, TB, and malaria.

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**Purpose and Objectives**

The purpose of the CRSS evaluation is to provide the Global Fund and partners with an assessment of the Global Fund's approach to CRSS and the contribution of community responses to improve access to HTM services, grant implementation and performance. The evaluation will provide learnings on the challenges and gaps, and recommendations as to how the Global Fund can

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<sup>3</sup> [strategy\\_globalfund2023-2028\\_narrative\\_en.pdf \(theglobalfund.org\)](https://www.theglobalfund.org/media/13440/crg_2022-community-led-monitoring-meeting_report_en.pdf)

<sup>4</sup> [https://www.theglobalfund.org/media/13440/crg\\_2022-community-led-monitoring-meeting\\_report\\_en.pdf](https://www.theglobalfund.org/media/13440/crg_2022-community-led-monitoring-meeting_report_en.pdf)

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better conceptualize and invest in CRSS. The findings of the evaluation will be used by the Secretariat in preparation of GC 8, namely providing guidance to Global Fund country teams, the Technical Advice and Partnership Department and in-country recipients on CRSS priorities, approaches, and interventions.

The main objectives of the evaluation are:

- To assess Global Fund's approach to CRSS and factors that facilitate and hinder progress towards sustainable community systems.
- To assess the effectiveness of the interventions prioritized by the Global Fund under CSS.
- To assess the complementarity and integration of CRSS with the formal health systems at country level.
- To assess the contribution of community-led and community-based responses supported by the Global Fund to improve access to HTM services, grant implementation and performance.

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**Evaluation Scope**

The evaluation will include both community responses and community systems strengthening, as reflected in the Global Fund's current Strategy, and referred to as CRSS. Under CSS, the evaluation will cover three out of four key interventions, focusing on: (i) CLM, (ii) community-led advocacy and (iii) community capacity building<sup>5</sup>. The evaluation will also assess integration of CRSS with the formal health sector and contribution of CRSS to grant implementation and access to services. The evaluation will not directly assess specific community needs; outcomes and impact of community responses and systems strengthening; partnerships and social contracting.

In terms of the time frame and reporting, the evaluation will cover the Global Fund's Grant Cycle 6 (GC 6) from 2020-2022 and part of the Grant Cycle 7 (GC 7) during the period of 2023. This evaluation will also provide complimentary insights to reporting on the Global Fund's key performance indicator KPI S4<sup>6</sup>.

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**Themes and Questions**

Four evaluation themes and linked evaluation questions have been identified through preliminary scoping, document review and consultations with stakeholders. Each of the four themes speaks to the evaluation objectives outlined above. The first theme explores the Global Fund's broad approach to CRSS. The second theme looks at the role of CSS, focusing on CLM, community capacity building and advocacy. The third theme looks at the

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<sup>5</sup> In 2024, ELO is also commissioning an evaluation on Community Engagement (CE). The CE evaluation will assess effectiveness and adequacy of community engagement processes and interventions and identify internal and external factors that enable and/or /hinder meaningful community engagement.

<sup>6</sup> KPI S4: Community systems for service delivery: Percentage of countries with systems in place for community health service delivery

integration of CRSS with the formal health systems and sustainability, while the fourth theme covers how CRSS contributes to grant implementation, performance, and health responses in countries. The evaluation questions will be further refined during the inception phase and finalized as part of the inception report.

Themes	Evaluation Questions
<p><b>1) The Global Fund's approach to community responses and systems strengthening (CRSS).</b></p>	<ul style="list-style-type: none"> <li>○ How well conceptualized is the Global Fund's approach to CRSS within its supported disease programs and RSSH, and how well aligned is it with national systems?</li> <li>○ To what extent does the Global Fund prioritize, direct investments, and ensure consistency between funding community responses and supporting community systems to deliver CRSS at the country level?</li> <li>○ How has the Global Fund adapted its approach to CRSS in challenging operating environments (COEs) and in the context of anti-LGBTQI+ and rights movements, gender inequality and violence and closing civic space?</li> <li>○ How effective and efficient are Global Fund grant processes and policies in enabling community-based and community-led organizations (CBOs and CLOs) to access funding for community responses and systems strengthening?</li> </ul>
<p><b>2) Community Systems Strengthening (CSS)</b></p>	<ul style="list-style-type: none"> <li>○ To what extent is CLM built into HIV, TB, and malaria programs and to what extent does it lead to improved availability, accessibility, acceptability, and quality of HTM programs?</li> <li>○ To what extent have Global Fund's investments in community capacity building led to stronger community systems and more effective community responses at the country level?</li> <li>○ How much have the Global Fund investments in CSS contributed to stronger advocacy for resource mobilization and policy change in relation to rights, equity, and health?</li> </ul>

<b>3) Integration of CRSS with formal health systems and sustainability</b>	<ul style="list-style-type: none"> <li>○ To what extent does the Global Fund’s approach to CRSS ensure complementarity and integration of community-based and community-led services with formal health services whilst considering health systems requirements in countries?</li> <li>○ To what extent do investments in CRSS contribute to sustainability of community systems and responses?</li> <li>○ To what extent are community responses and systems part of the national strategic plans (NSPs) / community health strategies?</li> </ul>
<b>4) Contribution of CRSS to grant implementation and access to HTM services.</b>	<ul style="list-style-type: none"> <li>○ How and to what extent do CBOs / CLOs contribute to grant implementation and grant performance?</li> <li>○ How and to what extent does CRSS contribute to improvements in service delivery and access to HTM services?</li> </ul>

**Approach & Methodological Considerations**

Bidders must include in their technical proposal a comprehensive description and justification of the approach and methodology within an appropriate evaluation framework. A theory of change (ToC) should underpin the evaluation and be utilized to guide the methods used; data collection; analysis; and in answering the evaluation questions. The specific methods proposed under each methodological approach should be clearly defined and their value in answering the evaluation question should be explained. Some suggested approaches and methods are listed below. A non-exhaustive list of documentation, data and data sources and key informants are listed later in this section.

The Bidders are encouraged to explore additional methods and data sources beyond the ones listed. The final and detailed methodology and implementation plan for the CRSS evaluation will be finalized during the inception phase.

The methodology will describe the specific methods, data collection techniques, data quality assurance mechanisms and data analysis procedures. The ELO envisions that the evaluation will utilize a mix of qualitative and quantitative methods. The limitations of the chosen methods should be highlighted, including any limitations due to data availability, access to country stakeholders and representation of specific stakeholder groups.

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Note that it is critical to ensure a balance of proposed approaches across the proposed evaluation themes and questions.

**Methodological considerations to be addressed in the proposal.**

**1. Conceptual framework and theory of change**

The evaluation will be underpinned by a conceptual framework and a theory of change (ToC). The evaluation will build on the current Secretariat work on developing a ToC for RSSH, which includes community system strengthening. Bidders in their proposals should justify how they will build on the existing ToC and use the TOC for identifying methods, data collection and analysis; and in systematically interpreting the data.

**2. Mixed methods approach and triangulation**

The evaluation will adopt a mixed-methods approach combining qualitative and quantitative methods while actively involving various stakeholder groups. Specific details on the proposed qualitative and quantitative methods should be provided. The bidder should justify and describe appropriate methodological mixes that will be used to answer the specific question. Data will be triangulated to ensure robust and comprehensive evaluation findings, conclusions, and recommendations.

**3. Community-appropriate evaluation methods.**

The Bidders are encouraged to propose specific community-appropriate evaluation methods, for example, community-based participatory methods; culturally sensitive data collection and analysis; and comparison between communities and other contextual settings. The bidders should provide a detailed description and justification of how local /community stakeholders will be involved in the evaluation process and how their participation will be ensured. These approaches will allow access to unpublished and otherwise unavailable data and will help build trust with the communities.

**4. Systems approach**

The evaluation will comprehensively consider the complex context and interconnected elements within which CRSS operates including cultural, political, and socio-economic factors. It will consider the different system components within which Global Fund-funded CRSS interventions exist: HTM and RSSH grants, national level policies and guidelines, etc. It will utilize analytical methods to identify key stakeholders; obtain insights into the structure and functioning of communities; and map the interconnectedness and interdependence between entities and different system components. A systems approach to evaluation will help identify challenges and gaps, and opportunities for improvement.

The systems approach will include:

- a) ***A political economy lens.***

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The evaluation will be informed by a political economy lens. It will be important to describe and assess the political and economic contexts within which CRSS operates and outline various relationships between communities, community organizations and governments, power structures and dynamics within communities and other systemic challenges which would inform and impact community interventions and responses.

b) ***A human rights and gender lens.***

A human rights and gender lens to the evaluation would help uncover human rights and gender inequalities manifest in a community that would impact community systems and responses. Some of these inequalities include access to services and decision-making ability and power, social norms, cultural practices and the interaction of human rights and gender with other social identities. These factors would impact access to HTM services, grant implementation and progress towards effective and sustainable community systems.

**5. Country insights**

Country insights will provide specific details, contexts and nuances needed to respond to the evaluation objectives, themes, and questions. The Bidders should explain how country insights are linked to the objectives of the evaluation and how they will be used to answer the evaluation questions. Appropriate methods will be proposed and detailed by the Bidders for eliciting information from the national and community level. If country visits are proposed as part of country insights, a strong rationale should be provided.

Six countries will be selected for country insights. Countries will be selected based on a pre-defined set of criteria proposed by the successful Bidder and finalized in consultation with ELO and the CRG team during the inception phase. Indicative criteria for selecting countries are listed below. The Bidder is requested to consider these indicative criteria and suggest their own criteria and countries relevant to their proposed methods and to respond comprehensively to the evaluation questions.

- Focus on CRSS activities including active CBO and CLO responses, CLM and capacity building.
- Diversity of contexts (geography (including AELAC, WCA), socio-economic status; country risk profile; maturity of civil society organizations and formal health sector; and disease burden.
- High impact and core portfolios, COE status and transitioning countries.
- Scale of funding.
- Opportunities to compare across new versus more mature implementation environments and other factors.

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For each country, a 3-5-page report is expected. These will be provided as Annexes to the Main Report. Importantly, findings from the country insights reports will inform and should be included in the Main Report, with a comparative analysis of country cases as much as possible, bearing in mind some uniqueness's in some of the countries.

### **General guidance**

**Recommendations** - The recommendations arising from the evaluation should be closely linked to the findings and conclusions of the evaluation. They should specify intended stakeholder/s, priority level, required resources, and timeframe.

**Budget** - The Global Fund is inviting the Bidder to propose a budget to deliver the proposed work. As a guide, the indicative evaluation budget is approximately USD \$300,000 to USD 350,000, inclusive of all costs including in-country data collection costs and professional fees. The Bidder should include the estimated level of effort for each team member and the roles to be performed.

**Ethical Principles** - The evaluation will be performed in line with ethical principles of human subject research and be gender sensitive<sup>7</sup>.

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### **Evaluation Phases**

The Evaluation is expected to be conducted over 7-8 months and is divided into 3 broad phases:

#### **Inception Phase/ 4-6 weeks**

Following the contracting of the successful Bidder and appropriate confidentiality undertakings by the Evaluation Team, the selected supplier will submit a workplan within 10 days. Subsequently, the Evaluation Team Lead and several members of the Evaluation Team will receive a virtual comprehensive onboarding to the Global Fund and its CRSS approach. The ELO will provide the Team with key background documents, some of which are indicated in Annex 1 of this TOR. During this period, the Evaluation Team will consult with key Secretariat staff and a limited number of country stakeholders. The evaluators will also be introduced to members of the IEP.

Following the orientation, the Evaluation Team will refine and adapt their initial technical proposal to finalize the evaluation design, modify evaluation questions if needed, describe the methodology in an evaluation framework against the evaluation objectives and questions, and define the data and information needs. The Evaluation Team will submit an inception report, guided by an inception report template provided by ELO. ELO will facilitate access to requested Global Fund data and information.

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<sup>7</sup> <https://www.uneval.org/document/detail/980>

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### **Data Collection and Analysis Phase/ 12-14 weeks**

Evaluators proceed with the independent collection and analysis of data and information as described in the Inception Report. The country insights will be implemented during this phase. Regular meetings will be held between the Evaluation Team Lead and ELO. The evaluators will submit preliminary findings of the evaluations to the ELO at the end of this phase.

### **Reporting Phase/ 10-12 weeks**

A workshop/meeting will be organized by ELO (co-chaired by ELO and IEP) for the evaluators to discuss the findings and evaluation recommendations with key stakeholders. The Evaluation Team Lead and key team members are expected to travel to the Global Fund Secretariat to participate in this event. Following the workshop, the evaluators will then submit a draft report, including recommendations, for review by the ELO, IEP and other stakeholders.

This will be followed up by a Final Report. The final report should be concise, with a maximum length of 80 pages excluding annexes. The selected supplier is also expected to provide a method (for example, a 'traffic light' description to evaluate the strength of evidence gathered for the evaluation. The final reporting prefaced by an executive summary will also include summative slide deck, learning briefs, and other learning and communication products, including a one pager infographic with high level evaluation findings.

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<b>Expected Deliverables and Approximate Timeline</b>	<b>Deliverables</b>	<b>Due Date</b>
		<b>Evaluation Workplan (within ten days of contract execution)</b>
	<b>Inception Report</b>	September 2024
	<b>Preliminary Findings (Slide deck for meeting, data files, agenda, meeting notes)</b>	November 2024
	<b>Draft Evaluation Report</b>	December 2024
	<b>Recommendations Workshop</b>	February 2025
	<b>Final Evaluation Report</b>	April 2025

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**Skills and Experience Required from Evaluation Team**

The Global Fund is looking for a supplier, structured as a consortium led by or co-led by, or which otherwise includes, a community-based / community-led organization or network.

The Global Fund is looking for an Evaluation Team comprising of at least one senior expert supported by 3-4 evaluators with extensive knowledge and experience in community systems and community responses. The Team should have a mix of knowledge and experience in CRSS including a deep understanding of the challenges related to CRSS at the national and regional level. In addition to subject matter expertise, the team should have diverse skills sets and expertise in conducting systems approach evaluations. This includes expertise in systems thinking, political economy and gender and human rights analysis. The team should have expertise in conducting mixed methods evaluations; an in-depth understanding of the Global Fund or similar organizations; and work experience in different regions.

Essential:

- The Evaluation Team lead should have at least 15 years' experience in implementing and/or evaluating community systems and community responses, with a deep understanding of the current situation and challenges related to CRSS at the global level.
- Demonstrated track record of working with community-led and community-based organizations.
- Familiarity with approaches to CSS, such as CLM tools and methods, CBO/CLO capacity building orientations and workshops, and development and engagement with CBO/CLO advocacy plans.
- Expertise and experience conducting evaluations with a systems approach, to include political economy, gender and human rights lenses.
- The Evaluation Team should contain at least one evaluator with gender experience, for example, experience in conducting gender-responsive evaluation and gender analysis.
- Good knowledge of evaluation methodologies including experience and expertise in conducting community-based, mixed-methods evaluations.
- Extensive experience with appropriate evaluation design and methods, both quantitative and qualitative, including relevant research analysis skills. Specialist skills with experience in structured synthesis of

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information from a broad range of source materials and country insights studies.

- Advanced knowledge of and experience working with complex public health organizations and programs.
- Full language proficiency in English.

Desirable:

- Knowledge of and experience working with the Global Fund or a similar public health organization.
- Knowledge of the Global Fund mandate, strategy and model of work, especially on CSS and RSSH.
- French language proficiency in the Evaluation Team.
- The Global Fund will give preference to strong proposals from or that are co-led by individuals and/or firms from community-based / community-led organization based in Low- and Middle-Income Countries (LMICs), and which include representation of Global Fund populations served. In addition to the core Evaluation Team, non-core experts may be included to add/strengthen specific expertise/experiences to support the work.

The description of the Evaluation Team should be provided in the technical proposal and include the level of effort allocated to each team member.

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### **Suggested information sources and key informants.**

The following are examples of documents, data sources and key informants that can inform the evaluation (*note: this list is not exhaustive*):

#### **a) Secretariat-level documents, evaluations and technical briefs**

- Technical Brief – Community Systems Strengthening. Allocation Period 2023 – 2025. December 2022
- Community-led Monitoring Strategic Initiative (CLM SI) 2021, 2022 - Annual Reviews by Global Fund CRG team.
- Towards a Global Agenda for Community-led Monitoring. Meeting Report. September 2022, Thailand.
- Community Engagement and Community-led Response Evaluation - A Secretariat-led evaluation with TERG oversight. June 2022
- Community Engagement in Global Fund Country Coordinating Mechanisms: Findings from the RISE Study: April 2024.

## **b) Quantitative and qualitative data sources and datasets**

- i. Funding Requests and grants for GC6 and GC7.
- ii. Funding for CRSS interventions across GC6 and GC7. Data on donor landscape on interventions and programming, if available.
- iii. Outputs and outcomes of CRSS interventions (programmatic data collected as part of Global Fund grants, which includes an analysis of outputs in terms of service utilization rates, coverage indicators and performance against targets).

## **c) Key Informants**

- i. Global Fund Secretariat (CRG team, CCM team, Country Teams, HTM / RSSH teams).
- ii. Global Fund bodies (e.g. TRP, OIG, relevant SC constituencies).
- iii. Technical partners (UNAIDS, Stop TB Partnership, RBM Partnership).
- iv. Regional Civil Society networks.
- v. In-country stakeholders (CCMs, Principal Recipients (PRs), sub-recipients (SRs), CBOs/CLOs and community representatives).

## **List of Acronyms and Abbreviations**

AELAC:	Asia, Europe, Latin America, and Caribbean
CBOs:	Community Based Organizations
COE:	Challenging Operating Environments
CLM:	Community Led Monitoring
CLOs:	Community Led Organizations
CLR:	Community-led Responses
CRG:	Community Rights and Gender Department
CRSS:	Community Responses and Systems Strengthening
CSS:	Community Systems Strengthening
ELO:	Evaluation and Learning Office (ELO)
GC8:	Grant Cycle 8 (GC8)
HTM:	HIV, TB and Malaria

IEP:	Independent Evaluation Panel
KEQ:	Key Evaluation Question
KPI:	Key Performance Indicator
LCMICs:	Low- and Middle-Income Countries
LGBTQI+:	Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual
RSSH:	Resilient and Sustainable Systems for Health (RSSH)
TERG:	Technical Evaluation Reference Group
ToC:	Theory of Change
ToR:	Terms of Reference
USD:	United States Dollar
WCA:	West and Central Africa

## **B. CONTRACT CONDITIONS**

### **1. Contract Duration**

The Global Fund expects the work to begin on 1<sup>st</sup> September 2024 as soon as the contracting process is completed. The duration of the contract will be 9 months and ending on May 31<sup>st</sup>, 2025. The contract may be renewed, subject to the internal rules and regulations of the Global Fund and the availability of resources, and upon agreement of the parties, up to a maximum duration of three months.

### **2. Contract Type**

The contract that is to be awarded as an outcome to this RFP is a one-off PO.

### **3. Other Conditions**

#### **i. Technical Direction**

The selected supplier will work under the overall guidance of the Global Fund Evaluation and Learning Office (ELO) with oversight from the Independent Evaluation Panel (IEP).

#### **ii. Logistics**

The selected supplier will be expected to work remotely with potential travel to Geneva at the start of the contract and recommendation workshop at times to be fixed determined if deemed necessary by the Global Fund, and after the submission of the first draft report. The selected supplier will be responsible for its own logistic support and arrangements under this contract.

Should confidential or highly confidential information, as defined by the Global Fund, be sought by the selected supplier during the performance of the Services, the selected supplier and/or

its employees or agents accessing this information may be asked to agree to specific confidentiality undertakings with respect to this information, including the execution of a Non-Disclosure Agreement.

### **iii. Relationship and Responsibilities**

- The Global Fund and the selected supplier will each designate one person (“Contact Individual”) who will be responsible for all liaisons between the Global Fund and the selected supplier. It is understood that neither Contact Individual shall have the authority to amend the future Purchase Order. The Global Fund Contact Individual will be the Evaluation Manager, as described below.
- The Evaluation Manager will be named in the Purchase Order.
- The Evaluation Manager will be responsible for monitoring the selected supplier’s performance progress and may notify the selected supplier in writing of deficiencies observed during performance of the contract, and direct appropriate action to effect correction. The Evaluation Manager may also record and report to the Global Fund Supply Operations Department any incidents of faulty or non-conforming work, delays and problems.
- However, the Evaluation Manager will not be empowered to award, agree to, or sign any contract (including Purchase Orders) or amendments thereto, or in any way to bind the Global Fund.
- The selected supplier may be informed of measures to safeguard independence and address any related concerns. Such measures and associated processes do not supersede the terms of this engagement, notably with respect to Settlement of Disputes and the terms of Code of Conduct for Suppliers.
- Should confidential or highly confidential information, as defined by the Global Fund at its discretion, be sought by the selected supplier during the performance of the Services, the selected supplier and/or its employees or agents accessing this information may be asked to agree to specific confidentiality undertakings with respect to this information.

### **iv. Payment Conditions**

Unless access to the Supplier or E-invoicing Portals has been granted, all invoices should be sent electronically as attachments to [TGFBilling@theglobalfund.org](mailto:TGFBilling@theglobalfund.org).

The attachments should be sent preferably in Portable Document Format (PDF) and should contain only one invoice (with supporting documents if needed) per attachment.

All invoices must cite the Purchase Order Number. Such invoices shall detail services provided as well as daily rates and unit prices. Payment will be made to the selected supplier by reimbursement upon submission of the invoices and acceptance by the Head of Department or her/his designee.

The final invoice will be paid upon satisfactory completion of the work, submission of all deliverables and acceptance by the Head of Department or her/his designee.

The selected supplier shall not invoice the Global Fund and the Global Fund shall not be held liable to pay the selected supplier for work not performed, for work not satisfactorily performed,

or for work not performed within the performance period of the contract. Any fees and/or expenses related to work performed before or after the performance period of the related contract shall be borne by the selected supplier.

**Table 1. Deliverables, delivery dates and payment schedule**

Payment will be made to the selected supplier upon the submission and acceptance of the agreed deliverables, following the payment schedule outlined below:

<b>Timeline</b>	<b>Activity / Deliverable</b>	<b>Maximum Percentage Budget (including estimated expenses)</b>
13 <sup>th</sup> September 24	Work Plan	20% of total approved budget
27 <sup>th</sup> September 24	Inception Report	20% of total approved budget
29 <sup>th</sup> November 24	Preliminary Findings (Slide deck for meeting, data files, agenda, meeting notes)	15% of total approved budget
31 <sup>st</sup> December 2024	Draft Report	15% of total approved budget
(17-21) February 25	Recommendation Workshop (Slide deck)	30% of total approved budget
18 <sup>th</sup> April 25	Final Report	
9 <sup>th</sup> May 25	Learning Briefs (Evaluation Brief and summative slide deck)	
Total		<b>100% of the approved budget</b>

For other direct costs (ODC), the selected supplier will be reimbursed on actual expense basis in accordance with the Summarized Travel Guidelines for Contractors (available on the Global Fund website and as amended from time to time) and upon submission of an expenditure listing and receipts for all claimed ODC which are not covered through the per diem allocation.

**v. Reports and Deliverables**

All reports shall be submitted in English, in electronic form where feasible, and in hardcopy as necessary and/or required. To the extent the Global Fund requires draft/inception reports, the selected supplier will submit them to the Global Fund Contact Individual, as defined in (iii) above, for review within the requested timeframe. The selected supplier will submit all reports within the timeframe agreed between the selected supplier and the Global Fund Contact in advance and in writing, upon receiving feedback or comments from the Global Fund.

In addition to any stated criteria in the Terms of Reference, all Deliverables are subject to review by the Global Fund for:

- legal and operational risks, conformance with information classification and confidentiality requirements, data protection issues, and other Contract terms; and
- consistency with the Global Fund Style Guide, definitions and concepts defined in governance documents, as well guidelines provided on Key Terms and Spelling. Abbreviations and Acronyms and geographic names and regions;

with a view to ensure Deliverables may be published or otherwise distributed or licensed by the Global Fund.

The selected supplier shall deliver to the ELO and IEP learning and communication tools at different intervals of the evaluation. The selected supplier shall endeavor to provide preliminary insights as available during the conduct of the evaluation.

As a minimal requirement, the selected supplier shall also lead and produce the following learning products for the evaluation:

- Summative slide deck on final findings: A slide deck on the final findings, conclusions and recommendations will be submitted to the ELO to be presented to the IEP and Secretariat.
- An evaluation brief, following ELO's standard template, to summarize the evaluation's findings, recommendations, management response and key points from the IEP commentary;
- A storyboard proposal, developed in consultation and under guidance from ELO that can be used toward the development of an e-learning course or a multimedia video. For this deliverable, the vendor may be asked to partake in an audiovisual recording.
- The organization, planning and delivery of learning and engagement workshop(s).
- A learning brief focusing on evaluation learning topics confirmed to be of interest by ELO and the User Group. These products will be further discussed between the ELO and the selected supplier during the inception period.

The selected supplier shall also provide themes to facilitate "early" learning and adaptation by the Global Fund Secretariat and other key stakeholders in their processes, policies, and programs.

## **vi. Personal Data Processing**

### **Subject matter and duration of the Processing**

Personal Data may be Processed in order to allow the selected supplier to provide the Services. The Processing shall take place for the duration of the contract or the relevant Purchase Order, as applicable, unless otherwise directed by the Global Fund. Such processing shall comply with the Personal Data Processing provisions of the Terms and Conditions (Annex 2)

### **Nature and purpose of the Processing**

Using qualitative and quantitative data collection methods, data may be collected from human subjects.

Personal data (name, title/ role, organization, implementer type and location of residence) may be collected to allow generate insights on country stakeholder strata as part of the study protocol. This data shall be pseudo-anonymized as part of the selected supplier's processing

of this data. Individuals will be assigned a unique ID number to enable pseudo-anonymization when analyzing and transferring data between the selected supplier and The Global Fund.

Data will be analyzed as per related Inception Report detailed plan. Pseudo-anonymized data will be disseminated through project reports, publication, evaluation and learning products, regional learning fora, as well as presentations at forums and workshops.

### **Categories of Data Subjects**

The Personal Data Processed relates to the following categories of Data Subjects: key employees of Principal Recipients and Country Coordinating Mechanism (CCM) members; all individuals in the study area for cross-sectional surveys.

### **Types of Personal Data**

The Personal Data Processed will be consistent with the Services. If Sensitive Personal Data needs to be Processed additional agreements will be entered into between the Global Fund and the selected supplier.

Examples of types of personal data to be collected under the contract shall include:

- A. Names
- B. Respondent unique identifier
- C. Gender
- D. Country and city of residence
- E. Position Title
- F. Organization
- G. Implementer type
- H. Employer
- I. Opinions and perspectives articulated in the form of survey results, interviews, and other verbal, written and/or audiovisual formats collected during interviews, focus group discussions and regional learning fora discussions.

## SECTION 2

### PROPOSAL REQUIREMENTS AND EVALUATION

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#### **A. Proposal Requirements**

1. The proposal submitted by the Bidder should be in English, should be concisely presented and structured, and should explain in detail the Bidder's 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.

Cost proposal and technical proposal must be submitted separately, as two separate documents:

##### **a. Technical Proposal**

The Bidder is required to submit a proposal not exceeding 15 pages describing:

- a) Understanding of the requirements of the evaluation (2 pages maximum)
- b) A draft ToC (presented in narrative and visual form) capturing the key elements, and contributory/configurational relationships between interventions and factors (2 pages maximum)
- c) Evaluation approach and methods (5 pages maximum)
- d) Quality assurance plan (1 page maximum)
- e) A summary of past experience and capabilities and expertise of the team relevant for this evaluation (2 pages maximum)
- f) Description of team members, their respective roles in the evaluation, and level of effort (in days) allocated to each one of them and include how aspects of diversity have been considered in their selection. For transparency purposes please indicate any type of previous experience and engagement in relation to the Global Fund. Provide CV of key personnel (2 pages maximum)
- g) References for similar contracts: contact details of minimum 3 former clients/referees (1 page maximum)

The Global Fund reserves the right to directly contact any institutions or persons listed in your historical performance document in order to gain a better understanding of the Bidder's past track record in delivering similar services to former clients and validate the experience and credential claims by key personnel. By responding to the RFP, the Bidder grants, and warrants it is authorized to grant such rights by key personnel, the Global Fund the right to seek confirmation of this information directly from the respective individuals and academic institutions.

The Global Fund considers the composition of the team, and the respective levels of efforts for each Evaluation Team member to be included in a contract with a successful Bidder to be a material element of such contract. The contract will stipulate that, should the successful Bidder request to change remove or replace, or modify the level of effort of, a Team member, the Global Fund shall have the right at its discretion to reduce the

corresponding daily rates or to terminate the contract without any indemnity or compensation due to the successful Bidder.

**b. Cost Proposal:**

The Microsoft Excel file entitled “Cost Proposal” provided separately should be fully completed as part of your Cost proposal.

Cost proposals must be submitted in [USD currency]. **The budget envelope for this evaluation is between USD 300,000 and USD 350,000.** Cost proposals must include administration costs (if any) and estimated travel and accommodation costs (if any)<sup>8</sup> ; the total should reflect the total cost of delivery of the Project.

**B. Evaluation Criteria**

1. The evaluation will be divided into technical (80%) and cost (20%) factors. These factors will be evaluated relative to each other as described herein.
2. An evaluation panel, the Tender Evaluation Committee (TEC), will assess the extent to which proposals submitted in response to this RFP meet the technical criteria below.
3. Technical Evaluation criteria with its relative weightage to each other is as follows:

Category	Weighting = 80
<p><b><u>a. Technical Approach</u></b></p> <ul style="list-style-type: none"> <li>• Understanding of the objectives and scope of work: The extent to which the proposal demonstrates responsiveness to the nature and scope of the work being undertaken and the environment in which the work must be performed. Robust, clear, appropriate, and coherent evaluation framework.</li> <li>• Approach and tools: The appropriateness and relevance of the proposed evaluation approach, data collection and analytical and methods and approaches.</li> <li>• Inclusive: The methods and approach that are proposed ensure that communities and community organizations that are most affected by the three diseases are engaged in a participatory and meaningful fashion. The engagement approach associated with the evaluation process ensures that community groups and civil society organizations contribute to the design, analysis, interpretation and generation of evaluation findings.</li> <li>• Innovative suggestions: The extent to which the applicant proposes innovative methodologies or any other elements of the work.</li> </ul>	<p><b>40</b></p>

<ul style="list-style-type: none"> <li>• Learning and influence: the approach will clearly communicate how evaluation products and processes will engage key target audiences and how the process of learning, utilization and influencing key stakeholders will operate.</li> <li>• Feasible (detailed) workplan with timeline.</li> </ul>	
<p><b><u>b. Past Experience</u></b></p> <ul style="list-style-type: none"> <li>• The <b>Evaluation Team lead</b> should have at least 15 years' experience in implementing and/or evaluating community systems and community responses, with a deep understanding of the current situation and challenges related to CRSS at the global level.</li> <li>• Demonstrated track record of working with community-led and community-based organizations.</li> <li>• Familiarity with approaches to CSS, such as CLM tools and methods, CBO/CLO capacity building orientations and workshops, and development and engagement with CBO/CLO advocacy plans.</li> <li>• Expertise and experience conducting evaluations with a systems approach, to include political economy, gender and human rights lenses.</li> <li>• The team should contain at least one evaluator with gender experience, for example, experience in conducting gender-responsive evaluation and gender analysis.</li> <li>• Good knowledge of evaluation methodologies including experience and expertise in conducting community-based, mixed-methods evaluations.</li> <li>• Extensive experience with appropriate evaluation design and methods, both quantitative and qualitative, including relevant research analysis skills. Specialist skills with experience in structured synthesis of information from a broad range of source materials and country insights studies.</li> <li>• Advanced knowledge of and experience working with complex public health organizations and programs.</li> <li>• Full language proficiency in English.</li> </ul>	<b>30</b>
<p><b><u>c. Proposed Team Structure</u></b></p> <p>Should comprise of at least one senior expert supported by 3-4 evaluators with extensive knowledge and experience in the following.</p> <ul style="list-style-type: none"> <li>• The Team should have a mix of knowledge and experience in CRSS including a deep understanding of the challenges related to CRSS at the national and regional level.</li> <li>• The team should have diverse skills sets and expertise in conducting systems approach evaluations. This includes expertise in systems thinking, political economy and gender and human rights analysis.</li> <li>• The team should have expertise in conducting mixed methods evaluations; an in-depth understanding of the Global Fund or similar organizations; and work experience in different regions.</li> <li>• Diversity in the team and country representation, considering factors such as gender, cultural background, and multidisciplinary expertise.</li> </ul>	<b>10</b>

<ul style="list-style-type: none"> <li>• Knowledge of and experience working with the Global Fund or a similar public health organization.</li> <li>• Knowledge of the Global Fund mandate, strategy and model of work, especially on CSS and RSSH.</li> <li>• French language proficiency in the team.</li> <li>• The Global Fund will give preference to strong proposals from or that are co-led by individuals and/or firms from community-based / community-led organization based in Low- and Middle-Income Countries (LMICs), and which include representation of Global Fund populations served. In addition to the core Evaluation Team, non-core experts may be included to add/strengthen specific expertise/experiences to support the work.</li> </ul>	
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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.

4. A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical submission being completed prior to any cost proposal being considered; and cost evaluation will only be undertaken for technical submissions that obtain a minimum of **56 points out of 80**. A submission which fails to achieve the minimum technical threshold may not be considered further. Cost proposals will be evaluated in terms of best value to the Global Fund.
5. To assist in the examination, evaluation and comparison of proposals, the evaluation panel may, at its discretion, ask Bidders for a clarification of their proposals, or organize interviews, further discussions or presentations.
6. 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 RFP, 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. A Bidder's integrity profile (beyond sanctions) may additionally be included as an explicit evaluation criterion, in which case it is specified above.
7. The Global Fund may allow for observers to the proposal's evaluations process by the TEC, notably to enable the oversight role of the Independent Evaluation Panel.

### SECTION 3

## PROPOSAL SUBMISSION

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1. The Global Fund may award one or more contracts on the basis of the submitted proposals, generally without further submissions, clarifications, discussions or negotiations. Therefore, each proposal submitted by the Bidder within the RFP Closing Date and Time should already contain the Bidder's best technical and commercial terms.
2. Unless otherwise indicated, all proposals must be denominated in US Dollars and submitted in English, in their original version in PDF. In addition to the original version of the technical and costs proposals, the Global Fund may request Bidders to submit a duplicate copy in Microsoft Word, Microsoft Power Point, or Microsoft Excel, as the case may be. In case of a conflict between the original version and the duplicate copy, the original version shall govern.
3. The Certificate of Conformance (Annex 1) must be signed by an authorized representative of the Bidder and returned in a PDF format/enclosed to the Proposal.
4. Proposal submissions and all communication should be sent through the TGF Sourcing Application.
  - a) Bidders are required to submit their proposals in the following URL for Sourcing Application: <https://access.theglobalfund.org/>.
  - b) Please use the Guidance Notes – “Responding to an RFP/RFQ/RFI in the TGF Sourcing Application, SUPPLIER INSTRUCTIONS” available at <https://www.theglobalfund.org/en/business-opportunities>.
  - c) Bidders should have a Supplier ID in TGF Sourcing Application to be able to participate in the RFP.
  - d) In case a Bidder does not have a Supplier ID in TGF Sourcing Application, it should send an email at least 48 hours before the RFP Closing Time to **manon.vanrijswijk@theglobalfund.org** with the following title in the subject: *“TGF-24-43 - Request for login user ID creation in TGF Sourcing / iSupplier portal – “Bidder’s organization name”* and the following details:  
Bidder full name: <organization name>  
Contact person name: <Last Name, First Name>  
Title: <Mr./ Mrs./ Ms./ Dr.>  
Email: <email id>  
Phone: <phone>  
Address: <Address line 1; Address line 2; Address line 3; City; Postal code; Country>
  - e) Bidders shall submit their proposals in two separate folders, one containing the cost proposal and one containing the technical proposal.

The attachments must be labelled as follows:

- TGF-24-43 –Organization name – technical proposal
- TGF-24-43 –Organization name – cost proposal

f) All communications with regard to this RFP, including clarification questions, shall be in writing and sent through the TGF Sourcing Application using the online discussion. Should the Global Fund deem it necessary to revise the RFP as a result of a clarification, it shall do so as an amendment to the RFP available on the Global Fund's website.

g) Any communication between a Bidder and the Global Fund regarding this RFP, which is not through the designated channel (<https://access.theglobalfund.org/>), may invalidate such Bidder's proposal to this RFP.

5. The Sourcing application will automatically close this RFP at the exact Closing Time stated above, and past this time the uploading of documents (even partially uploaded) will no longer be possible. It is therefore strongly advised that the uploading of submissions be fully finalized at least 30 minutes before the RFP's Closing Time as there are always risks of having network, internet or uploading issues. For the avoidance of doubt, the Closing Time stated in the RFP will always be Geneva, Switzerland, time. This may be CET or CEST, depending on the time of year. For clarification on the time in different time zones please check on [www.timeanddate.com](http://www.timeanddate.com).
6. After the RFP Closing Time, 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. Such additions or modifications may only be effected with prior written approval from the Global Fund.
7. All Bidders must complete, sign and return the Certificate of Conformance (Annex 1) to confirm their compliance with the requirements of the RFP, as well as their acceptance of the Global Fund's Terms and Conditions of Purchase of Services (see link provided in Section 5). Reservations or requests for amendments to the Global Fund's Terms and Conditions of Purchase of Services must be submitted by Bidders as part of their proposal and may be considered by the Global Fund. These reservations or requests for amendment will be taken into account in the overall evaluation. The Global Fund has no obligation to agree to these reservations or requests for amendment.
8. At a Bidder's request, the Global Fund and the Bidder will sign a Confidentiality Agreement. In such case, the Bidder acknowledges and agrees that such Confidentiality Agreement will be based on the Global Fund Confidentiality Agreement template.
9. Full proposals or partial proposals received after the RFP Closing Date and Time indicated on the TGF Sourcing Application shall be declared late and may be rejected.
10. Proposals should be valid for a period of 90 calendar days from the RFP Closing Date.

## SECTION 4 ACCEPTANCE CRITERIA FOR INCEPTION REPORT

The Global Fund will only pay the selected supplier for services which have fulfilled the minimum acceptance criteria defined for each Deliverable during the Inception Phase. Acceptance criteria will be defined by the Global Fund, following consultation with selected supplier. Acceptance criteria will define a minimum set of quality standards and requirements regarding both substance and form for the Deliverables.

*Note: The proposed sections and structure for the inception report are indicative and subject to change. The final template and guidance will be provided upon contract signature. During the contract phase, we will develop and share acceptance criteria with the Supplier, detailing key expectations for both the draft and final reports. These acceptance criteria, including those for the inception report, will be incorporated into the contract.*

For indicative acceptance criteria on the first deliverable, please see below:

List of Content	Sub-section	Expected Content	Page length (max)
<b>0. Executive Summary</b>		<i>Summary of background, contract objectives/questions, problem, methodological approach, and timeline (key milestones)</i>	2
<b>1. Introduction</b>		<i>Brief description of contract purpose and implementation modality (commissioning agency, vendor)</i>	0.5
<b>2. Background &amp; Context</b>		<i>Brief description of relevant context (i.e. actual feedback mechanism practices, rationale, problem statement for independent country feedback mechanism and scope), and opportunities for quality, independence, relevance, and utility under independent mechanism. This section should make reference to country steered review-relevant Board decisions and Global Fund existing feedback mechanisms;</i>	3-5
<b>3. Project Approach</b>	<i>Contract Objectives Questions</i>	<i>Summary of contract objectives, key contract questions and problem statement. Includes proposed changes or reinterpretations – if any - and justifications for doing so.</i>	2-3
	<i>Theory of Change (TOC)</i>	<i>Explain relevance and role of ToC in activity's design, data collection and analysis, spanning inputs, outputs (program activities and outputs), outcomes (short, mid-term and long-term), as well as assumptions and external factors.</i>	2
	<i>Workstreams</i>	<i>Detailed description of each proposed workstream under the contract activity, including underlying assumptions and program theories or contribution claims (in reference to ToC), data sources and key stakeholders/respondents.</i>	15
	<i>Methodology</i>	<i>Description and justification of overall methodological approach (e.g., theory-based, contribution analysis, ...); highlighting innovative approaches, where applicable.</i>	5

		<p><i>Methodology must include:</i></p> <ul style="list-style-type: none"> <li>• <i>the identification of counterfactual</i></li> <li>• <i>Proposed areas of inquiry for the current project, per component.</i></li> </ul>	
	<i>Methods and tools</i>	<p><i>Detailed description of proposed data collection and analytical methods and tools, their sequencing and complementarity, and how data will be triangulated and consolidated to arrive at conclusions. This section should provide a detailed description/ table of each of the proposed indicators for contract areas of inquiry in the given year, demonstrating the CART<sup>9</sup> principles for each proposed indicator.</i></p> <p><i>Other key aspects to include:</i></p> <ul style="list-style-type: none"> <li>• <i>Highlight innovative approaches,</i></li> <li>• <i>How independence and impartiality is ensured during data collection.</i></li> </ul>	20
	<i>Engagement and Communication</i>	<p><i>Description of engagement approach and types for inclusive consultations thereby maximizing business opportunities for stakeholder and Secretariat; commitment to ensure independence and impartiality of the process and timely communication with Department in case of actual or perceived risks to independence and impartiality; description of proposed communication products.</i></p>	2
<b>4. Project Framework</b>		<p><i>Important part of the Inception Report integrating contract-related questions, workstreams, methods &amp; tools, measures or indicators (e.g, KPI), and adding data sources and respondents (stakeholders, interviewees) for a comprehensive overview of the contract design.</i></p> <p><i>This section should also include a project framework, a roadmap of how the project will answer the key questions through all sources of data, data collection methods and analytical approaches. The framework must demonstrate the depth and rigor of the contract process needed to assess country stakeholder feedback from multiple stakeholder viewpoints and complex topics and processes. It must include, in tabular format: the overarching objectives and a presentation of each of the contractual milestones. For each of the themes inherent to each stage in the table, the following details should be provided:</i></p> <ul style="list-style-type: none"> <li>• <i>Contract questions</i></li> <li>• <i>Relevant process steps</i></li> <li>• <i>Data source(s)</i></li> <li>• <i>Data collection instruments and supporting details for each of these.</i></li> <li>• <i>Data analyses to be carried out for these.</i></li> <li>• <i>Expected robustness of evidence, and</i></li> </ul>	5

		<ul style="list-style-type: none"> <li><i>Risks/ limitations</i></li> </ul> <p><i>It is expected that the Contractual Framework clearly associates methods and tools with proposed workstreams.</i></p>	
<b>5. Evaluation Workplan</b>	<i>Timeline and Deliverables</i>	<p><i>Comprehensive workplan indicating activities and deliverable as well as timing and milestones; a Gantt Chart should be used to visualize the workplan.</i></p> <p><i>This section should include: a description of the phases of work, and a timeframe for all activities.</i></p>	10
	<i>Coordination with Relevant focal point</i>	<i>Description of proposed coordination mechanism with the relevant focal point, e.g., progress updates etc.</i>	2
	<i>Quality Assurance</i>	<i>Description of the quality assurance mechanism applied for deliverables and more specifically for ensuring data quality, safe data storage and confidentiality of data collection and the protection of interviewees (esp. vulnerable populations)</i>	2
	<i>Limitations and Risks</i>	<i>Description and assessment of the potential limitations and risks and proposed mitigation measures</i>	4
	<i>Ethical considerations</i>	<i>Address and describe all ethical considerations for which the team will be accountable, including confidentiality, anonymity, protection of personal data, as well as other data and information regulations.</i>	.5
<b>Annexes to Report</b>	<ul style="list-style-type: none"> <li><i>Terms of Reference</i></li> <li><i>Revisions to the contractual questions (if applicable)</i></li> <li><i>Role and contribution of evaluation team members</i></li> <li><i>Stakeholder mapping</i></li> <li><i>Country selection</i></li> <li><i>Data collection tools, e.g., questionnaires (if available)</i></li> <li><i>List of datasets</i></li> <li><i>List of background documents</i></li> <li><i>Proposed outline of Final Report</i></li> <li><i>Quality assurance</i></li> </ul>	open	

## SECTION 5 LEGAL MATTERS

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1. This RFP is in line with and subject to the following documents:
  - a. The Global Fund's **Procurement Policy (2008, as amended from time to time)** and the **Procurement Regulations (2020, 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](https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf)
  - c. The **Sanctions Panel Procedures Relating to the Code of Conduct for Suppliers (2020, as amended from time to time)**, which may be found at [https://www.theglobalfund.org/media/6015/corporate\\_sanctionsprocedures\\_policy\\_en.pdf](https://www.theglobalfund.org/media/6015/corporate_sanctionsprocedures_policy_en.pdf) <http://www.theglobalfund.org/en/documents/governance/>;
  - 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](https://www.theglobalfund.org/media/6016/core_ethicsandconflictinterest_policy_en.pdf); and
  - e. The **Global Fund Terms and Conditions for the Purchase of Goods and Services (May 01, 2023, 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 [https://www.theglobalfund.org/media/3269/corporate\\_globalfundservices\\_termsconditions\\_en.pdf](https://www.theglobalfund.org/media/3269/corporate_globalfundservices_termsconditions_en.pdf) (also attached to the TGF Sourcing Platform).
  
2. 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 Goods and Services and the Privacy Statement for the Global Fund Procurement Process (as amended from time to time) [https://www.theglobalfund.org/media/3271/corporate\\_procurement\\_privacy\\_en.pdf](https://www.theglobalfund.org/media/3271/corporate_procurement_privacy_en.pdf).
  
3. By submitting a proposal for this RFP, including the Certificate of Conformance contained in Annex 1, the Bidder warrants that it has all the necessary power and legal capacity to submit a proposal and eventually enter into a Contract. The Bidder also agrees to the terms and conditions of all documents referred to herein and to the following terms:
  - a. The Global Fund makes no offer of a contract by posting this RFP or evaluating any proposals 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 RFP process between the Global Fund and any Bidder, with the sole exception of the provisions of this Section 5. This RFP in no way obligates the Global Fund to award a contract.

- b. The Global Fund may, at its discretion, withdraw or cancel this RFP process and/or its sourcing strategy, amend this RFP and any of its attachments (including the Statement of Work or Terms of Reference), or change the RFP Closing Date and RFP Closing Time, at any time and for any reason, without liability or penalty to any party, by issuing an amendment to this RFP. All Amendments to this RFP will be posted on the Global Fund website at <https://www.theglobalfund.org/en/business-opportunities>. It is the Bidder's responsibility to consult the Global Fund's website to ensure that it is aware of amendments to, and additional information for, this RFP.
- c. If Bidders submit several or amended proposals, the latest proposal received before the RFP Closing Time will be considered for the evaluation. Bidders will have to inform the Global Fund of their intention to withdraw from the process before the RFP Closing Time.
- d. 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 RFP, unless it is issued as an amendment to the RFP.
- e. The Bidder shall bear all costs associated with the preparation and submission of its proposal, 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 RFP, nor if the RFP is cancelled, altered or postponed for any reason. This includes, but is not limited to, any and all costs incurred for the pre-proposal conferences, clarifications, oral presentations, site visits, visits to the Global Fund, functional demonstrations, and subsequent meetings and negotiations.
- f. The Global Fund will not reveal or discuss with any Bidder how a proposal was assessed or provide any other information relative to the selection process.
- g. Bidders whose proposals are not selected will be notified in writing of this fact and shall have no claim whatsoever against the Global Fund for any kind of compensation.
- h. Any attempt by a Bidder to influence the Global Fund in the examination, evaluation and comparison of proposals, or the recommendation of contract award, or to obtain information thereof through unofficial means, may result in the rejection of its proposal, without prejudice to other rights available to the Global Fund.
- i. At any time prior to contracting, the Global Fund reserves the right to: (a) award a contract to the Bidder whose proposal has been determined to be the best evaluated proposal that represents value for money to the Global Fund; (b) reject any or all proposals or price submissions; (c) accept for award a proposal or price submission other than the lowest cost proposal or price submission; (d) accept more than one proposal or price submission; (e) accept alternate proposals or price submissions; (f)

- accept part of a proposal or price submission; (g) waive informalities and minor irregularities in proposals or price submissions received; or (h) withdraw an award in case of changed circumstances.
- j. There are no other arrangements or understandings between any Bidder and the Global Fund with respect to this RFP other than the text contained herein.
  - k. Through its participation to the RFP 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.
  - l. 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 RFP 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.
  - m. The Bidder acknowledges that the Global Fund has full discretion to investigate any potential conflict of interest, fraud or abuse, whether occurring in the past, present or future, associated with the RFP or any resulting contract, and the Global Fund at its full discretion may publish the findings of such investigations; through participation in this RFP process, the Bidder acknowledges these processes and shall not challenge in any setting the investigation by the Global Fund of potential fraud or abuse associated with this RFP or any resulting contract, the dissemination of investigation findings and the responses undertaken by the Global Fund to findings of fraud or abuse, in all cases whether occurring in the past, present or future.
  - n. Through its participation in the RFP process, the Bidder acknowledges and confirms that the Global Fund has the right to require that a provision be included in its contracts, requiring suppliers, and their contractors and/or consultants, to permit the Global Fund or its representative to inspect their accounts, records and other documents relating to the proposal submission and the contract, and to audit them or have them audited by auditors appointed by the Global Fund.
  - o. 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 notably publish, or distribute or license:
    - i. certain information relating to procurement contract awards, including without limitation the Bidder's name, as disclosed on its website;
    - ii. deliverables, adaptations and derivative work thereof on its website, in whole or in part, as well as commentaries, and responses to, the services by the Global Fund. For the avoidance of the doubt, such publication, distribution or license may

be through the Global Fund website or through other means, and subject to the applicable terms and conditions at the discretion of the Global Fund;

- iii. any trademarks included at the discretion of the Bidder in the final report, subject to the terms of section 14.3 of the Terms and Conditions (Annex 2); and
- iv. any personal information of the Bidder's employees or agents included at the discretion of the Bidder in the final report. The final report may not contain personal information about any other individual(s).
- p. Any dispute, controversy, claim, or issue arising out of this RFP or surrounding this process, shall be finally settled by arbitration conducted in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules in force at the time of the commencement of the arbitration. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The case shall be administered by the International Bureau of the Permanent Court of Arbitration. There shall be one arbitrator. The place of arbitration shall be Geneva, Switzerland. The language to be used in the arbitral proceedings shall be English. All awards of the arbitral tribunal shall be final and binding upon the Parties.
- q. Nothing contained in this RFP 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 RFP or thereafter.

**TGF-24-43**  
**ANNEX 1**  
**CERTIFICATE OF CONFORMANCE**

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Bidders are required to return, as part of their proposal, a version of this Certificate in PDF format **completed** and **signed** by an Officer of their organization with the authority to undertake contractual obligations on behalf of the organization.

As a duly authorized Officer of the organization listed below (the “Organization”), I confirm, acknowledge, and agree, on behalf of the Organization, that:

1. To my knowledge, there are no actual, potential, or perceived conflict of interest, and no ethical, contractual or legal issues preventing the Organization from submitting the Organization’s proposal to RFP TGF-24-43, and, if awarded a contract, providing the services per the terms submitted in the proposal at a future date.
2. The Organization has obtained the consent of all experts mentioned in the proposal to be included in the proposal and there are no actual, potential, or perceived conflicts of interest, or other reservations or limitations, with respect to the provision of the services by these experts.
3. The Organization will comply with: (i) the Global Fund’s [Code of Conduct for Suppliers \(as amended from time to time\)](#), and (ii) all the terms contained or referred to in the RFP, including Section 5: Legal Matters.
4. The Organization complies with internationally recognized standards for human rights, labor, the environment, anti-money laundering and anti-corruption.
5. The Organization has read the Privacy Statement for the Global Fund Procurement Process ([https://www.theglobalfund.org/media/3271/corporate\\_procurement\\_privacy\\_en.pdf](https://www.theglobalfund.org/media/3271/corporate_procurement_privacy_en.pdf)) and certify to have the right to provide personal data to the Global Fund.
6. The Organization is financially sound and is not subject to any activity, either initiated by itself or by any other organization (including, but not limited to, a change of ownership), that may materially affect its ability to provide accurate information about the services included in its RFP submission.
7. The services proposed in the proposal have been priced according to the technical specifications as defined in the RFP.
8. Unless otherwise specified, the prices quoted shall remain fixed for the entire duration of the awarded contract.
9. By submitting its proposal, the Organization unconditionally accepts the Global Fund’s Terms and Conditions for the Purchase of Goods and Services (the “Terms and Conditions”), attached as Annex 2 to the present RFP, unless otherwise provided herein.

10. The Organization's proposal remains valid for 90 calendar days from the RFP Closing Date.

If your Organization has any reservations, clarifications or other descriptive information in connection with this Certificate, including with any actual, potential or perceived conflict of interest; or reservations, clarifications or amendment requests with regard to the Terms and Conditions (Annex 2), you may provide that information in the box below, or, as necessary, on additional pages, and submit that supplemental information as part of the signed version of this Certificate.

Only amendments to the Terms and Conditions submitted as part of the Organization's proposal may be considered by the Global Fund. The reservations or amendment requests may be taken into account in the overall evaluation of the Organization's proposal. The Global Fund has no obligation to agree to these reservations or amendment requests. You should note that the following provisions of the Terms and Conditions reflect the status of the Global Fund as an international organization and Global Fund's suppliers are expected to agree to these provisions: Status, Privileges and Immunities of the Global Fund; Records and Audit; Settlement of Disputes; and compliance with the Global Fund's Code of Conduct for Suppliers.

<b>Name of the Organization</b>	_____
<b>Signature of Official / Authorized Signatory</b>	_____
Name	_____
Title	_____
Date	_____

**Comments (if any)**

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**ANNEX 2**  
**THE GLOBAL FUND TERMS AND CONDITIONS OF PURCHASE OF SERVICES**  
**01 MAY 2023**

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[Attached separately]