



REQUEST FOR QUOTATIONS

RFQ SOLICITATION NUMBER: FY18-RFQ01-5007

**Research Services for the
USAID Human Resources for Health in 2030 (HRH2030) Project
Through University Research Co., LLC**

Date of Issue: Friday, November 17, 2017

Closing Time and Date for Quotations:

17:00 hrs. EDT on **Monday, December 11, 2017**

Quotations must be emailed to: hrhassessments@urc-chs.com

No hard copies of quotations will be accepted

Deadline for Questions: 17:00 hrs. EDT on Wednesday, November 22, 2017

Questions by email ONLY by to: hrhassessments@urc-chs.com

Issuance of this RFQ does not constitute a commitment of any type on the part of URC (the "Client"), nor does it commit URC or the US Government to pay for costs incurred in the submission of a quotation. All costs of the Offeror in the preparation and submission of an offer shall be borne by that Offeror. URC reserves the right to reject any and all quotations and to make no award at all, or to make an award without further discussion or negotiations if it is considered to be in the best interests of the project and URC.

TABLE OF CONTENTS

1. CONTEXT
2. PURPOSE OF RFQ
3. ACTIVITIES
4. DELIVERABLES
5. TIMING, MILESTONES AND PERFORMANCE TARGETS
6. AWARD
7. ELIGIBLE CANDIDATES
8. SUBMISSION GUIDELINES FOR OFFERORS
9. INSTRUCTIONS FOR OFFERORS
10. EVALUATION CRITERIA FOR QUOTATIONS
11. SUBMISSION INSTRUCTIONS

1. CONTEXT

Since it was established more than 50 years ago, the United States Agency for International Development (USAID) has been a vital supporter of global- and national-level efforts to improve the health workforce in low- and middle-income countries. The USAID funded Human Resources for Health in 2030 (HRH2030) program, managed by Chemonics International Inc., builds on USAID's investments to improve the health workforce. HRH2030 contributes to increasing the sustained availability, accessibility, acceptability, and quality of the health workforce. The program aligns with the approaches that support the USAID and the United States Government (USG) strategies for achieving the global health goals of ending preventable child and maternal deaths, achieving the control of the HIV/AIDS epidemic, protecting communities from infectious diseases, and contributing to the Global Health Security Agenda.

To meet these goals, countries need to mobilize greater domestic resources for HRH and make rational health workforce allocations at the program level. HRH2030 is developing an HRH investment impact methodology featuring a framework-based and retrospective study approach. The objective of this activity is to develop a tool for health system decision-makers to inform multisectoral policy dialogue and advocacy about prioritizing investments in the health workforce based on the expected economic, social and health impact and its return on investment (ROI).

University Research Co., LLC (URC), a partner to Chemonics International on the HRH2030 project, will lead this activity.

2. PURPOSE OF THE RFQ

This overall approach to this activity consists of three phases:

1. Finalizing development of the HRH ROI methodology;
2. Field testing the HRH ROI methodology developed in Phase I in one or two countries (Ethiopia and Malawi); and
3. Development of an Excel-based tool for HRH decision makers using data from the framework-based analysis and field tests to inform multisectoral policy dialogue.

Through this RFQ, URC is seeking the services of an individual to support Phase 2 of this research activity with a timeline November 2017 – June 2018.

The successful Offeror should be a firm with the capacity to carry out the required work as specified below and should propose personnel with a high-level of knowledge, proficiency and capacity to conduct similar assignments.

The successful Offeror should also clearly mention in their response to this RFQ how they propose to contribute cost share towards implementing this activity. While cost share is not expected to be monetary, in-kind contributions that can be costed and validated (such as provision of training space, donated employee time, or project co-funding etc.,) should clearly be identified in the offerors response to the RFQ. The proportion of cost share as part of the overall cost of this activity should be stated in the Offeror's Cost Application. Our expectation is a cost share proportion of at least 15% of the overall cost of implementing this activity. The proposed cost share should be clearly itemized in the Offeror's cost application.

3. ACTIVITIES

Approach: Using a combination of a framework-based and retrospective study methodology estimate the contribution of economic, social and health benefits of targeted innovative HRH investments including the impact related to achieving the global health goals of ending preventable child and maternal deaths, achieving the control of the HIV/AIDS epidemic, protecting communities from infectious diseases, and

contributing to the Global Health Security Agenda. The field test will include the application of the predictive framework-based analysis using evidence from published literature (peer-reviewed and grey) and implementation of the retrospective study in Ethiopia and Malawi. The framework has five steps along the top from the HRH investment through to valuation of the impact and estimation of the overall ROI. There are three layers to the framework: HRH investment pathways, model parameters and larger health systems strengthening (HSS) context.

Data Sources: Secondary HRH data sources for framework-based component; retrospective assessment instruments for primary data collection.

The scope of work for this RFQ consists of the following:

I. Adaptation of draft instruments that were developed during Phase I.

- Framework-based Methodology Worksheets
 - i. Model Parameters for Defining HRH Investments and Costs
 - ii. Model Parameters for Approximating Health Service Delivery
 - iii. Model Parameters for Estimating the Economic, Health, and Social Impact
 - iv. Model Parameters for Valuating the Economic, Health, and Social Impact
 - v. Model Parameters for ROI Calculation
- Retrospective Methodology Study:
 - i. HRH Investment Questionnaire Secondary data
 - ii. Health Worker Survey
 - iii. Patient exit survey
 - iv. Community-level focus group discussions
 - v. Cost Valuation Worksheet
 - vi. Impact Valuation Worksheet

2. Conducting field test of the programming methodology as follows:

- Ethiopia
 - Retrospective assessment of the health extension worker (HEW) program (mostly rural focused) and the flooding and retention HRH strategy. The retrospective application to the flooding and retention strategy combined with the HEWs program in Ethiopia would involve multiple cadres, which could provide useful lessons for integrated service settings. Together, these were large scale investments providing a wide range of services.
- Malawi
 - Retrospective assessment of the integrated service delivery through cadres such as health surveillance assistants (HAS) and community-based workers using different skills mix scenarios.
 - Prospective, framework-based analysis of health worker cadres providing HIV services with ART as a key outcome in the context of staff augmentation.

To apply the methodologies, reduce costs and improve feasibility of a study on a national-level investment, sites within a country can be sampled using multistage cluster sampling. Clusters are defined by a group of population elements such as districts or villages within a region and can be stratified by urban and rural. Sites are then to be selected by (1) listing all clusters and (2) selecting individual clusters using simple random sampling or systematic sampling.

The following sample sizes should be used and are based on techniques for qualitative (e.g., interviews) and quantitative methods (e.g., surveys):

- **Key informant interviews:** A maximum of four to five individuals will need to be interviewed from the Ministry of Health or implementing organization.
- **Survey:** The estimated sample size for a point estimate will be determined based on the prevalence of the disease or outcome of interest, a 5 percent margin of error, and a 5 percent probability of a Type I error. Nonresponse should be considered in the sample size estimate when necessary. If no information is available about the prevalence of the outcome, then assume a 50 percent prevalence to estimate a conservative sample size of 385. The design effect should be considered in the sample size estimate when using cluster sampling (e.g., more than one facility or site).
- **Focus group discussions:** A total of five focus groups will be conducted per each stratum (e.g., sex, age groups, site), with no more than eight community members per group. Strata should be defined based on what is most relevant to the HRH investment (e.g., age groups) and selecting possible variations within each stratum (e.g., adolescents, women of reproductive age). The sample size should be adjusted, based on the context of the study, to be sufficiently large enough to reach saturation in new information.

4. DELIVERABLES

The following are the deliverables for this assignment:

1. Final technical report on the impact methodology (incorporate feedback into draft report)
2. Design and development of the country field test protocol
3. Field test HRH ROI methodology
4. Final report on HRH ROI methodology from field test
5. Draft and Excel-based HRH ROI policy tool with testing in country
6. Final Excel-based HRH ROI policy tool with users guide

5. TIMING, MILESTONES AND PERFORMANCE TARGETS

For the purposes of responding to this RFQ, offerors should follow the illustrative timeline below with the understanding that the timeline may shift during implementation.

Tentative schedule for key tasks

Key Tasks	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep
Review and finalize impact methodology	X										
Design and develop field test protocol	X	X									
Field test HRH ROI methodology in Ethiopia			X	X							

Data analysis				X	X				X	X	
Report from field test			X								
Draft Excel-based HRH ROI policy tool					X	X					
Field test HRH ROI policy tool in Malawi								X	X		
Finalize Excel-based HRH ROI policy tool & users guide								X			

Milestones and deadlines

Milestone	Deadline
Final technical report on the impact methodology	December 15, 2017
Design and development of the country field test protocol	December 15, 2017
Field test HRH ROI methodology in Ethiopia	February 28, 2018
Final report on HRH ROI methodology from field test	April 28, 2018
Draft Excel based HRH policy tool	March 30, 2018
Field test HRH policy tool in Malawi	May 26, 2018
Final Excel-based HRH ROI policy tool with users guide	June 30, 2018
Draft report from field test	August 26, 2018
Final report from field test	September 23, 2018

6. AWARD

An agreement will be entered into, at URC's discretion, with the Offeror whose technical and financial offer demonstrate the most responsive and cost-effective approach and methodology to meet the RFQ requirements, and represents the best value to HRH2030 and clearly outlines plans for cost sharing towards the implementation of this activity.

7. ELIGIBLE CANDIDATES

Individuals and firms that are interested in participating in this RFQ should meet the following requirements:

- Must be a firm with experience in carrying out similar work in framework-based and retrospective methodological analyses
- Must have extensive experience carrying out assignments of similar size and complexity

- Demonstrated expertise in research, data analysis, and reporting
- Sufficient level of trained and experienced professionals committed to the work outlined in the Activities section
- A verifiable reputation of integrity and competence
- Experience serving USAID-funded programs
- Experience in carryout research in lower to middle income countries

8. SUBMISSION GUIDELINES FOR OFFERORS

Soft copies of this RFQ can be online found at at <http://www.urc-chs.com/partnerships>. Only electronic submission of responses to this RFQ will be considered. All responses should be submitted to hrhassessments@urc-chs.com by the deadline mentioned in this RFQ.

9. INSTRUCTIONS FOR OFFERORS:

Offerors are encouraged to review in detail the following eligibility requirements, preparation and submission instructions. Offerors requiring clarification should send their written questions in English to hrhassessments@urc-chs.com by 17:00 hrs. EDT, Tuesday, November 21, 2017 referencing the RFQ Solicitation Number (FY18-RFQ01-5007) in the subject line of the email.

9.1 TECHNICAL APPROACH INSTRUCTIONS

The Technical Approach shall be a maximum of 5 pages containing the following sections in the order shown, using clear and concise language.

9.1.1 EXECUTIVE SUMMARY (1/2 Page Maximum)

9.1.2 CONTEXT (1/2 Page Maximum)

This section should include a general overview of the proposed approach to this activity.

9.1.3 STRATEGY AND APPROACH (3 Pages Maximum)

This section should include a brief description of the Offeror's technical and strategic approach to providing the services requested herein as well as a data entry and analysis plan.

9.1.4 INSTITUTIONAL CAPACITY (1 Pages Maximum)

This section should briefly describe the capacity of the Offeror with respect to:

- **Previous experience** in implementing research activities of similar size and scope, highlighting USAID or other donor-funded experience, as applicable;
- **Personnel experience and capability.** The Offeror will propose an individual with specific role, responsibilities and qualifications. The individual will have a thorough understanding and demonstrated experience conducting similar assignments.

9.1.5 TECHNICAL ANNEX

Annex I: In a separate annex, the Offeror should provide a CV (limit of 3 pages) and biographical data form (USAID Form 1420) of the proposed personnel for this activity. The biographical data form submitted must be properly filled out and signed by both the individual proposed and the offeror proposing him or her.

9.1.6 QUOTATION INSTRUCTIONS

The Quotation must be submitted in a separate document in Microsoft Excel format (with formulas) at the same time as the technical approach is submitted. The Quotation shall consist of a budget and budget narrative describing the following costs, as applicable:

9.1.7 What can be funded

URC will reimburse the awardee for all expenses and charges that are reasonable, allowable, allocable and eligible. Examples of types of cost that will be allowed under the anticipated Subcontract:

1. Staff or consultant time specifically related to the scope of work
2. Expenses for meetings required for assignment purposes, including: data collector training, review of assessment documentation, production or printing of documents
3. Expenses for data collection, analysis, and report write-up
4. Per diem, Meals and Incidental (M&IE) expenses whilst in the field
5. Local travel costs associated field testing
6. Telecommunications related to the assessment
7. Itemized cost share that the Offeror proposes to cover as part of this assignment
8. Other expenses that are directly related to the assignment

9.1.8 Examples of what cannot be funded:

Operating costs of a program such as:

1. Salary supplements or stipends
2. Transportation of interviewees/respondents for data collection
3. Purchase of computers or other equipment
4. Purchase of vehicles
5. Rent for office space

This list is not all-inclusive, and additional questions on eligibility of items and costs should be addressed to hrhassessment@urc-chs.com prior to the deadline for questions noted on the cover page of this RFQ.

* If the Offeror includes indirect costs (i.e., overhead, G&A) in its budget, it should clearly describe the basis for the claim of indirect costs (e.g., financial statement, audit report) or simply list only direct charges in the budget (i.e., no indirect costs as a percentage of direct costs).

The anticipated range for this award is **\$70,000 – \$80,000**, However, the Client will consider the best value for money from Offerors and reserves the right to issue a contract with partial funding. The Cost Application should be submitted in United States Dollars.

As already mentioned in Section 2, it is a requirement of this RFQ that the Offeror propose cost sharing opportunities as part of the response.

10. EVALUATION CRITERIA FOR QUOTATION

The complete technical approach will be reviewed by a technical review panel, convened by HRH2030 and evaluated against the following criteria:

1. **Technical Approach (40 points)**
 - a. Technical approach reflects knowledge and expertise in research and analysis (framework-based and retrospective).
 - b. Proposed timeline is realistic and reflects a good comprehension of the activities presented in this RFQ
 - c. Technical approach is clearly articulated and presents a thorough understanding of the intended research and clearly articulates how to operationalize the activity.
2. **Qualifications of Proposed Staff (20 points)**
 - a. Staff person has demonstrated experience carrying out similar research activities, including field testing experience in LMICs
 - b. Experience and qualifications of personnel are appropriate relative to their respective roles on the team.
3. **Organizational Capacity/Past Performance (10 points)**
 - a. Strong capability of the Offeror to successfully conduct all aspects of the research, analysis and reporting as determined by past successful implementation of similar activities.
 - b. Clear description of the role and responsibility of the proposed staff person
 - c. Proposed staff person has the qualifications necessary to successfully complete the work detailed in the RFQ
4. **Evaluation of Quotation (30 points)**

Following review and evaluation of all Technical Quotations, the technical review panel will review Quotations for Offerors within competitive range. HRH2030 will assess whether the proposed budget is reasonable, realistic and feasible given the items and activities described. HRH2030 may contact Offerors to revise budgets if any issues or questions are identified.

II. SUBMISSION INSTRUCTIONS

Quotations must be submitted in English to hrhassessments@urc-chs.com no later than Wednesday, November 15, 2017, by 17:00 hrs. EDT. The application must be divided into two parts, the Technical Approach and the Quotation. The two parts should be electronically submitted at the same time.

1. The Technical Approach should be typed in a 12-point font and not exceed 5 pages (not including Cover Page, Table of Contents, List of Acronyms or Appendices).
2. The Technical Approach should be submitted in the below order.
 - I. Cover Page
 - II. Table of Contents
 - III. List of Acronyms

- IV. Executive Summary
- V. Context
- VI. Strategy and Approach
- VII. Institutional Capacity
- VIII. Annex with CVs and biodata forms of proposed staff person

Note that the Cover Page, Table of Contents, and List of Acronyms do not count toward the 5-page maximum for the Technical Approach.

- 3. The Quotation should be sent as a Microsoft Excel document.
- 4. A Budget Narrative should be typed in a 12-point font, not to exceed 2 pages, and submitted in Microsoft Word or searchable PDF format.
- 5. Modifications to the RFQ may be made at any time prior to the submission deadline. Deadline for submission may be extended depending on the scope of a modification. Modifications after the deadline for Quotations will be communicated only to those Offerors who submitted Quotations.