



UNIVERSITY RESEARCH Co., LLC
CENTER FOR HUMAN SERVICES



Request for Proposal (RFP)

RFQ Number: **FY24-KLA-UHA-020**

DESCRIPTION: CONSULTANCY SERVICES TO DEVELOP TWO GENDER
INTEGRATION TRAINING CURRICULUMS FOR ADOLESCENTS AND
YOUNG PEOPLE AND HEALTH WORKERS

Contracting Entity: University Research Company, LLC (URC)

Funded by: **USAID UGANDA HEALTH ACTIVITY**

Place of Delivery: **NA**

Publication Date: 5th June 2024

Deadline for Submission of Questions: Tuesday 11th June 2024

Deadline for Submission of Proposals: Tuesday 18th June 2024

SECTION 1: INSTRUCTIONS TO OFFERORS

1.1 Introduction

University Research Co., LLC (URC), a US-based public health organization working in Uganda since 2005, is implementing the USAID Uganda Health Activity with the aim of helping to improve overall health system resilience and to increase the survival and well-being of vulnerable populations in USAID Uganda priority districts. As an integrated health activity, UHA aims to achieve this goal through three intermediate results (IRs):

1. Improved access to and use of quality health services at the community and health facility levels.
2. Enhanced local ownership and leadership for sustainable health outcomes.
3. Strengthened health systems at the regional, district, facility, and community levels. UHA will focus its activities primarily at the regional level and below, strengthening the quality and availability of maternal, newborn, and child health (MNCH), family planning (FP)/reproductive health (RH), nutrition, and facility-level water, sanitation, and hygiene (WASH) services in a subset of 30 focal districts. These include the five cities and two districts with regional referral hospitals (RRHs) in Gulu, Jinja, Kabale, Lira, Mbale, Mbarara, and Moroto, building on previous USAID investments.

URC USAID's Uganda Health Activity is seeking for the services of a consultancy firm to develop standardized GBV/VAC/LIVES-CC training curriculums, job aides and standard operating procedures (SOPs) in the context of HIV/AIDS response and MCH for adolescent peers and health workers to provide comprehensive prevention, care and responses to GBV/VAC survivors and their care givers.

Issuance of this solicitation does not in any way oblige URC to award a release order, nor does it commit URC to reimburse offerors for costs incurred in the preparation and submission of a proposal.

Please note that in submitting a response to this solicitation, the Offeror understands that USAID is not a party to this solicitation and the Offeror agrees that any protest hereunder must be presented in writing with full explanations to URC for consideration, as USAID will not consider protests made to it under USAID-financed awards. URC, at its sole discretion, will make a final decision on the protest.

1.2 Offer Deadline

Offers must be received no later than, **Tuesday 18th June 2024**. Late offers shall be rejected.

1.3 Submission of Offers

Sealed proposals including a sealed financial proposal and sealed technical proposal all enclosed in one envelope, addressed to the **Chief of Party** shall be hand delivered **not later than Tuesday 18th June 2024** to the following physical address:

**USAID URC UGANDA HEALTH ACTIVITY
PLOT 11 BUKOTO CRESCENT ROAD
NAKAWA DIVISION KAMPALA
UGANDA.**

Please reference the RFP Number “**FY24-KLA-UHA-020**” and subject of the procurement on top of the envelope.

1.4 **Questions and Clarifications**

All questions and clarifications regarding this RFP must be submitted in writing to procurement email, UHAProcurement@urc-chs.com by **Tuesday 11th June 2024 by 5:00 pm EAT.**

All correspondence and inquiries regarding this solicitation must reference the RFP Number “**FY24-KLA-UHA-020**”.

Questions and requests for clarification, and the responses thereto, that the buyer believes may be of interest to other applicants, will be circulated to all RFP recipients who have indicated an interest in bidding.

1.5 **Required Documents**

The following documents are required in any offer submission:

- All costs must be quoted in Ugandan Shillings (UGX)
- Indicate quotation validity. (90 DAYS)
- Cost and budget breakdown and the payment terms (section 3)
- Current certificate of registration in Uganda
- Submit a valid trading license or its equivalent.
- Submit a valid Tax Clearance certificate addressed to USAID URC-UHA to the **TIN: 1000099925**
- Letter of transmittal.

1.5.1 **Technical Evaluation Criteria**

All proposals will be evaluated against the following criteria below.

Evaluation Criteria	Submission Requirements	Weight
Overall technical understanding and approach, and proposed methodology	A maximum 5-page written proposal explaining technical understanding of the assignment the proposed methodological approach	40%
Institutional capacity and experience	Professional references from similar past projects with phone and email contact information and one or more examples of prior similar work. 1 page maximum	25%
Timeframe of implementation	Estimated timeframe with deliverables, final delivery date including a detailed timeline. 1 page maximum	10%
Technical versus cost considerations	A budget including budget notes. Submit detailed excel budget and 1 page maximum of budget notes	10%
Qualifications and experience of proposed individuals, management approach	CV/Resume of proposed individuals to work on this assignment and 2 references per individual. Maximum of 4 pages per resume	15%
Total		100%

Note

URC/USAID-UHA expects the best price and quality from its service providers. A discount is much appreciated.

Important: Address all quotations to **URC/USAID Uganda Health Activity (URC/ USAID-UHA)**.

1.6 Financial Proposal

Prices quoted must be firm-fixed, all-inclusive total prices covering the performance of all the Vendor's obligations, including, but not limited to, the performance of all associated and related services and any other costs or charges. No taxes or fees are to be included in the price; they should be quoted separately. Taxes and levies will be handled and treated according to USAID rules in Uganda. All prices should be quoted in Uganda Shillings.

1.7 Validity Period

Offers must remain valid for not less than ninety (90) calendar days after the offer deadline.

1.8 Negotiations

URC reserves the right to make an award with no further discussion/negotiation. Therefore, offerors are instructed to present the best price in the initial submission.

1.9 Basis for Award

The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the terms of reference, and is judged to be the **best value bidder** in terms of quality and cost based on the scores indicated in the evaluation methodology above and the cost.

1.10 Terms and Conditions

Any award because of this RFP will be subject to URC standard terms and conditions. **Vendors should indicate the payment schedule in their offer which may be subject to negotiation.**

1.10.1 Payment Terms:

Kindly indicate your payment terms

SCOPE OF WORK AND DELIVERABLES

1. Introduction:

The Ministry of Health Uganda in partnership with USAID's Uganda Health Activity seeks the services of a consultant/consultancy firm to facilitate the process of developing standardized GBV/VAC/LIVES-CC training curriculums, job aides and standard operating procedures (SOPs) in the context of HIV/AIDS response and MCH for adolescent peers and health workers to provide comprehensive prevention, care and responses to GBV/VAC survivors and their care givers.

1.1. Background:

Uganda has attained improvement in addressing a couple of public health concerns. It has been considered largely a successful story in HIV programming due to its bold policies, strategies, and guidelines. Similarly, improvement in reducing maternal and newborn deaths have declined in the past decade. While improvement has occurred, it is not fast enough to achieve the 2030 SGD goals. Reports indicate high prevalence of all forms of violence – Physical, sexual, and emotional. The exposure to violence may result in greater susceptibility to health-risk behaviors, disability, death, drop out of school, later victimization and/or perpetration of violence.

The Ministry of Health has adapted the WHO recommendation that strategically emphasizes the use of peer-to-peer models to enhance service delivery for adolescents and young people. The following are some of the adolescent peer models currently implemented by the MOH; Young Adolescent Peer Support (YAPS), Group Antenatal Peers (GANC), Adolescent Girls and Young Women Peers (AGYW) and mentor mothers.

Program assessments and reports have shown emerging gender issues related to equality and equity in the implementation of these models. Some of the critical issues are highlighted below:

1. The working terms and conditions such as signing of peer reports by supervisors initially well-intended for program quality have increased vulnerability for peers.
2. Anecdotal reports of sexual and gender-based violence experienced by the AYPs in the different implementing districts.
3. Different implementation and supervision structures used by implementing partners leading to delay or no payment for the YAPS or mentor mothers for months.
4. Inadvertently there has been a creation of an imbalance of power between the AYPs and those in a 'supervisory' role.

Unfortunately, peers are unable to recognize these injustices and therefore unable to report partly due to inadequate knowledge and skills on GBV prevention and response including confidential reporting and management mechanisms. In response to GBV prevention and response, the MoH has developed of health workers and response teams using various training materials. To standardise this process there is need to consolidate all existing materials as well incorporate new response strategies including LIVES and LIVES-CC.

1.2. Gender Training:

Aim of the gender training: To end gender inequalities and injustices/inequity encountered by adolescent peers as they support health service delivery in health facilities and surrounding communities.

Specific Objectives of the gender training:

- 1) To enhance knowledge of all adolescent peers in health facilities on gender
- 2) To build the capacity of adolescent peers to be able to identify and report gender related inequalities and inequities.

- 3) To build capacity of district and health workers to support and manage gender related inequalities and inequities.

2. Consultancy

2.1.Objectives of the consultancy

- 1) To design a comprehensive gender integrated adolescent peer curriculum, Job aids and SOPs that aligns with the goals and requirements of the AIDS Control Program Gender strategy and guidelines.
- 2) To review and develop the health sector SGBV curriculum, job aids and SOPs for health workers.
- 3) To develop the abridged versions of each of the above curriculums for refresher trainings

2.2.Scope of Work: The consultant will be responsible for:

1. Conduct a needs assessment and literature review.

- (a) Gather and incorporate feedback from stakeholders on training needs for adolescent peers and health workers in HIV, MNCH and SRHR settings.
- (b) Conduct a literature review including the current GBV, VAC, LIVES, LIVES-CC training manuals that will inform the curriculum development and standardizing process.
- (c) Identify best practices, current trends, and tools and relevant training materials suitable for peers and health workers.

2. Curriculum development

Develop 3 detailed standardized training curriculums for adolescent peers, health workers and abridged versions. Each of the curriculums will include the following.

- (a) A framework outlining topics, learning objectives, and outcomes for the 3 curriculums and trainers' manuals.
- (b) Integrate interactive and participatory learning methods to enhance engagement.
- (c) Assessment tools such as quizzes, assignments, and exams and evaluation materials to measure learning outcomes.
- (d) Ensuring the curriculum incorporates best practices, current trends, and relevant research in the field.
- (e) Designing job aids and SOPs for each of the curriculums.
- (f) Developing Training slides, session plans, presentations, handouts, and other educational materials.

3. Validation and delivery of the curriculum

- (a) Present the first draft curriculum for the stakeholders' validation/ pretesting.
- (b) Incorporate feedback from stakeholders throughout the development process.
- (c) Develop guiding implementation and delivery strategies.
- (d) Propose engaging and effective learning materials suitable for adolescent peers.

5. Finalization and submission of the training curriculum

- (a) Develop and finalize the curriculum under agreed-upon standards, timelines and specifications and budget.

2.3.Deliverables: The consultant/Consultancy firm will deliver the following:

1. Inception report describing the approach, methodology and needs assessment illustrative report outlines/formats.
2. Needs assessment/literature review report.
3. Comprehensive gender integrated adolescent peer curriculum, Job aids and SOPs.
4. Health sector SGBV curriculum. Job aids and SOPs.
5. Abridged versions of the above curriculums.
6. Training slides for each of the curriculums.

2.4.Duration/Timeline: The expected duration of the consultancy is 45 days.

Activities	Days
1. Development and submission of an inception report	3
2. Conduct a literature review and needs assessment (including field consultations with targeted audiences for the curriculum)	7
3. Develop and submit literature review and needs assessment report	3
4. Feedback and validation of the literature review and needs assessment report.	1
5. Development and submission of draft curriculums	17
6. Pre-test and validation meeting of the draft curriculums (using ToT methodology)	5
7. Incorporation of feedback to drafts	5
8. Submission of final curriculums	1
9. Incorporation of feedback from USAID and submission of final tools with USAID comments	2
10. Presentation of curriculums to MoH GBV TWG	1
Total	45

2.5.Qualifications and experience

The consultant should be qualified and experienced in handling similar tasks. The consultant profile and qualifications should include:

- A bachelor's degree in social sciences, development studies, social work and social administration, gender studies from a recognized university or any other related field. a master's degree in public health or gender studies is an added advantage.
- Relevant knowledge in implementation and capacity building for adolescents and young people in MNCH or SRHR or HIV prevention, care, and treatment programs
- 5 years' experience in developing training manuals/materials on gender and most preferably in the health sector.

- Documented experience in leading complex capacity building programs in the field of gender and or GBV, VAC, HIV/AIDS Health Systems Strengthening especially for Adolescent and Young People HIV Programs
- Demonstrable knowledge in Ministry of Health, MNCH and or HIV programming.
- Previous work experience with USAID will be an added advantage.
- Abreast with the current Ministry of Health gender equality or GBV or HIV prevention and treatment policies, guidelines, and strategies, particularly for adolescents and young people.
- Abreast with current MOH GBV/VAC guidelines and service standards

3. Application process

3.1. Submission requirements

Qualified and interested individuals or consultancy firms are invited to submit the following application documents.

- a) Cover letter.
- b) Technical proposal detailing the methodology, (Not more than 10pages)
- c) Financial proposal based on the requirements for successfully undertaking the evaluation.
- d) Resume, including previous clients for similar consultancy work.

3.2.Key Consultants terms

All deliverables provided to URC must be furnished for the use of the URC without royalty or any additional fees. All materials will be owned exclusively by URC. The contractor will not use or allow the use of the materials for any purpose other than the contractor's performance of the contract without the prior written consent of URC.

SECTION 3: PRICE SCHEDULE

- *Indicate a detailed schedule of costs clearly breaking down the professional fees, incidentals, and applicable taxes and any other detail, each in a separate line.*

SECTION 4: LETTER OF TRANSMITTAL

The following letter must be completed and submitted electronically with any offer on your company letter head with your physical office address details:

To: URC
Attention: Dr. Augustin Muhwezi
Chief of Party **URC/USAID-UHA**

Subject: Offer from Company Name
Reference: **FY24-KLA-UHA-020**

Date: _____

Company Name hereby proposes the attached offer to perform all work required to **Provision of consultancy services to develop two gender integration training curriculums for adolescents and young people and health workers** in accordance with the terms of reference as described in the above referenced- RFP. Please find attached our detailed offer, as called for in the RFP.

We hereby acknowledge and agree to all the terms and conditions, special provisions, and instructions included in the above referenced RFP. -We further certify that Company Name, as a firm—as well as the firm’s principal officers, and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms and conditions of this solicitation and under USAID regulations and are currently not excluded from federal procurement or non-procurement programs.

The proposal is comprised of the following required documents.

- ☐ Response to Terms of reference
- ☐ Execution/Delivery Schedule
- ☐ Pricing Schedule
- ☐ Offeror’s latest trading license and Tax Registration Certificate
- ☐ Letter of Transmittal

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Company Name

Name and title of authorized representative.

Signature

Date