

**REQUEST FOR PROPOSALS (RFP)
INVITATION NOTICE**

RFP Information Table	
RFP Number	TGF-23-55
RFP Title	Imbizo: Learning from country stakeholder feedback
Issue Date:	5 December 2023
Deadline for Questions:	Questions can be submitted in two intervals: <ul style="list-style-type: none"> • Friday, 15th December 2023 • Friday, 12th January 2024
Virtual information session	<p>There will be two virtual information sessions for this RFP:</p> <ul style="list-style-type: none"> • <u>1st session</u>: 19th December: The first session will be organized to clarify questions related to the Terms of Reference and the RFP terms. • <u>2nd session</u>: 18th January: The second session will be structured to respond to any questions received by potential bidders. <p>Registration: Please express interest in participating to the information session by sending an email to manon.vanrijswijk@theglobalfund.org</p>
RFP Closing Date¹:	31st January 2024
RFP Closing Time¹:	5:00 PM (Local time in Geneva, Switzerland)
Proposal Submission Address:	Following URL for TGF Sourcing Application: https://fa-enmo-saasfaprod1.fa.ocs.oraclecloud.com/

Under this RFP, Bidders may bid for all or part of the deliverables outlined in Section 1, Scope of Work. Please note that:

- Bidders submitting a technical proposal for Deliverable 1 must also submit a proposal for Deliverable 6 and 6b, and vice versa.
- For deliverables 3 and 4 (i.e. consultative research and regional learning forums) under service types B-C which are issued in different parts of the world, the Global Fund may select one Service Provider per Global Fund region, though preference will be given to bidders that apply for the 9 portfolio regions and virtual event.

¹ As may be extended as set forth in the TGF Sourcing Application.

Though each of these deliverables can be led by different Service Providers under different contracts, the Global Fund will give preference to consortium Service Providers managing the delivery, completion, and quality of Imbizo’s multiple deliverables.

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: 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 template

SECTION 1 TERMS OF REFERENCE

A. Scope of Work

Title **Imbizo: Learning from country stakeholder feedback**

Introduction The Global Fund reviewed and redesigned its approach to independent evaluation, leading to a Board decision in November 2021². During the deliberations, it was emphasized that evaluation should also include opportunities for implementing partners at country level to channel feedback to the Global Fund. It was proposed that feedback should be solicited through an independent mechanism to promote accountability and learning about how to enhance the implementation of the Strategy and support the shared Global Fund partnership results. The Secretariat committed to establishing this mechanism managed by the new Evaluation and Learning Office (ELO) and overseen by the Independent Evaluation Panel (IEP).

The mechanism has been called Imbizo, a Xhosa word meaning ‘a gathering to share knowledge’, and aims to establish a regular, iterative and independent system that enables the Global Fund to:

1. Solicit the views of implementing partners on how Global Fund processes at country-level are implemented, and where adjustments can lead to better results toward the [2023-2028 Strategy](#)’s primary goal, and its contributory objectives;
2. Generate and communicate insights and organizational learning on the Secretariat’s ability to meet and respond to the partnership enablers assigned to the Secretariat under the [2023-2028 Strategy](#)³;
3. Disseminate and share findings and Global Fund responses with country stakeholders, Secretariat, and governing bodies to promote critical reflection.

² [Board decision GF/B46/05 revision 1](#)

³ The partnership enablers assigned to the Secretariat under the [2023-2028 Strategy](#) include the following: including: the tailoring of grant lifecycle process, engagement with new global and regional partners, the exploration of long-term innovative technical support and capacity-building models, incentivizing Strategy priorities, mobilizing domestic and additional resources, promoting National Action Plans for Health Security, and encouraging climate, environmentally sensitive and OneHealth approaches.

Imbizo will establish an independent feedback mechanism to capture country stakeholder feedback. It will launch in 2023 and the Global Fund plans to recruit independent service provider(s) for Imbizo. Following planning in 2023, Imbizo is expected to roll out in 2024, and - based on lessons learned – it is intended to continue in subsequent years.

This Terms of Reference (TOR) explains the multi-component design of Imbizo, and details the objective, scope, design considerations, deliverables, and expected experience and skills of the service provider(s).

The selection process will give strong preference to consortium suppliers with proven experience and who will manage the delivery, completion, and quality of Imbizo's multiple components, as well as each components' respective tasks and deliverables. Consortia led by service providers based in Low- or Middle-Income Countries (LMIC) are especially encouraged to apply, as are consortia that include members based in LMIC.

The Global Fund will offer a framework agreement, whereby selected suppliers can be potentially renewed for subsequent years, subject to performance and available resources. Under the framework agreement, suppliers are requested to provide: a) a technical proposal; and b) a financial proposal for the first full year of implementation 2024.

Background

In early 2022, first steps were taken to conceptualize Imbizo, previously named Country-steered Review, by consulting with several Global Fund entities and commissioning a study, which produced the internal report "Global Fund Country-Steered Review."

The study comprised a global survey with a response rate of over 200 individuals and an interview segment with over 50 key informants. The study sought inputs on the following:

- Who should provide feedback & when;
- Preferred mechanism or format;
- Substantive focus; and
- Expectations on how to respond to collected country stakeholder feedback.

The 2022 internal report provided necessary country stakeholder inputs for the design of Imbizo, including:

- An initial understanding of which topics implementing country partners want to discuss, for example: country ownership, CCM roles and function, Global Fund interactions with other partners and donors;
 - The need for multiple types of feedback: a) through a confidential global survey, the preferred feedback tool, and b) through a forum where open-ended questions and exchanges can take place.
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Adding an inward layer of consultations to Imbizo’s scoping phase, starting in early 2023, internal Global Fund teams were approached and invited to provide inputs for shaping a useful two-way and independent feedback mechanism.

Finally, a market scan was undertaken to understand the viability of preferred data collection approaches and methods. The scan helped to identify data collection and learning processes that are readily available in the market & align with Imbizo’s goals.

Informed by these insights, Imbizo’s design has evolved to:

- Build on existing Global Fund feedback mechanism/surveys and different types of country reviews to consolidate, analyze, and synthesize such data/information. ELO also mapped the current satisfaction surveys conducted by different Global Fund teams on specific topics such as funding request modalities and provided advice on how to improve these. Some of the topics and surveys will be integrated into Imbizo (see details on the Online Global Survey component further below)
- Establish a clear scope and focus for Imbizo. The purpose of collected feedback is to inform potential optimizations to the Global Fund’s primary goal and contributory objectives, as well as to inform the implementation of the 2023-2028 Partnership Enablers assigned to the Secretariat. Imbizo will not be a grievance or complaints mechanism⁴. Imbizo communications will emphasize this to avoid conflating the two.
- Implement a component-based design to allow Imbizo to add and embed additional methods, tools and activities to enrich and synthesize insights, including using existing and emerging secondary data. It additionally provides scope to develop understandings with a diversity of actors and stakeholders at local, country and regional levels.
- Sequence implementation of activities within Imbizo for complementarity and real-time evaluative reflection as well as to manage expectations of Global Fund stakeholders and country stakeholders.
- Where relevant, integrate process and findings into ongoing and planned evaluations, for example the mid-term review of the 2023-28 Strategy, scheduled for 2026
- Pilot first experiences with applying NLP (Natural Language Processing) and machine learning applications in analyzing secondary data. ELO recently started a pilot project with the Global Fund’s Data & Analytics team to analyze a corpus of internal country portfolio review documents (see details on component Insights & Analytics further below).
- Take initial steps to mainstream in Imbizo (each component and in the synthesis report) an approach that is appropriate to collect, analyze and use data about processes that: a) are complex, b) unfold in diverse local

⁴ An “independent wrongdoing reporting mechanism”, I Speak Out Now!, <https://www.ispeakoutnow.org/>, is already in place)

contexts and, thus, c) are likely to have heterogeneous results. This initial iteration of Imbizo should gradually contribute to the Global Fund's ability to produce more systematic learning about key external conditions (including political economy factors) that contribute to findings that are equivalent in specific sub-sets of settings where the Global Fund operates but are not generalizable to the universe.

It is also important to note that country stakeholder feedback collected through Imbizo will be communicated to the Secretariat and governance bodies for consideration. Feedback may not directly translate into Secretariat action but will be shared once consolidated with the aim of enabling dialogue, reflection and creating awareness of country partners' needs and challenges.

Objective and Scope

The objective of Imbizo is to drive insights generated by country stakeholder feedback to promote learning and critical discussions among Board, the Secretariat and implementation partners on how to:

1. Support the Global Fund's primary goal and contributory objectives under the [2023-2028 Strategy](#), and
2. Better achieve the Global Fund partnership results, as set out under the [2023-2028 Strategy](#).

To achieve these objectives, Imbizo will:

1. Implement a *global survey* to collect country stakeholder feedback;
2. Engage country stakeholders in *consultative analysis and learning fora* to generate insights;
3. Consolidate and *analyze various internal and external datasets* to complement the global survey, research and learning fora;
4. *Analyze and synthesize evidence* emanating from 1. to 3. above.
5. Disseminate results with the Secretariat, Global Fund partners, and other interested parties. Dissemination efforts will depend on and be informed by the respective topic and corresponding results. ELO will rely on its strategic position in the Global Fund to feed results into ongoing decision-making processes, as well as relevant committee discussions.

As Imbizo matures, its coverage of country stakeholder groups will incrementally expand to engage with a wide array of Global Fund partners. In its pilot year, Imbizo will focus on a narrower group of in-country stakeholders, for whom well-documented and complete contact references are available

In its first year, Imbizo will mainly engage with:

- Principal Recipients (PRs); and
- Representatives from Country Coordinating Mechanisms (CCMs), which generally include representatives from communities and civil society, private sector, development partners as well as donors, implementers, and technical agencies.

As Imbizo moves into subsequent years, expanding the scope of in-country partners will be considered, also based on subject matter and accessibility, and may include:

- Communities, key populations and civil society
- Development partners, including donors
- Additional government partners
- Sub-recipients (SRs)
- Local fund agents (LFAs)
- Technical agencies.

For its pilot year, 2024, Imbizo will apply the following:

Component	Country Stakeholder Scope	Geographical Scope
Global online survey	Include Global Fund country stakeholders for which complete and validated lists are available, focusing on Principal Recipients (PRs) and Country Coordinating Mechanism (CCM) members in Imbizo's first year, with likely expansion to other country stakeholder segments in subsequent years.	All Global Fund country stakeholders, where data is readily available for compilation and analysis. See section "Attachments" below.
Insights and analytics: <ul style="list-style-type: none"> • The use of analytics to interpret and identify trends in collected data; 	Extended to all primary and secondary datasets relevant to country stakeholders	All Global Fund country stakeholders, where data is readily available for compilation and analysis. See section "Attachments" below.
Consultative deep dives: <ul style="list-style-type: none"> • Country-focused consultative analysis • Regional fora 	Targeted participants will vary, depending on the topics to be addressed. In year 1, targeted participants will only include PRs and CCM members. In subsequent years, a specific focus will be given to sub-recipients, civil society and	3 countries from 2 Global Fund regions: <ul style="list-style-type: none"> • High Impact Africa 2 (Kenya and 3 neighboring countries) • High Impact Asia (Viet Nam and 3 neighboring countries)

	community partners, where contact details are readily available	<p><i>*Countries listed above are indicative and will be used to compare costs received in bidder financial proposals.</i></p> <p>Each regional forum will accommodate an estimate of +/- 30 participants, plus organizers. Where appropriate, these may occur as online consultations, virtual events, or in-country events.</p>
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During Imbizo’s pilot year, the selection of specific topics or themes will be finalized during the inception phase and will be informed by three sources:

- Themes proposed by country implementing partners under the “Global Fund Country-Steered Review” consultation undertaken in 2022, where gaps, opportunities and potential themes for country-driven topics were collected;
- The partnership-focused enablers of the [2023- 2028 Strategy](#);
- Data collected through Imbizo, specifically the global online survey.

Following its initial year, topics or themes will be primarily driven by country stakeholder inputs received through Imbizo’s primary components: the global online survey, consultative deep dives, and the insights and analytics component. Imbizo will prioritize 2-3 annual topics considering utility, significance, and potential for transferability. In doing so, Imbizo will provide the Secretariat and partners with a narrower, but more focused set of organizational learning topics, enriched by a more nuanced and context-rich set of recommendations.

Prioritized topics emerging from the survey and analysis will be categorized into strategic, technical, and operational elements. See examples below:

- Strategic: Appropriateness, relevance, sustainability and/or coherence of Global Fund investments within a country context
- Technical: The availability, quality and appropriateness of disease-specific and other advice to partners.
- Operational: Such as such as funding request, grant-making, as well as grant implementation and oversight processes.

Findings will be disseminated to the Secretariat, country stakeholders and

partners to catalyze reflection and inspire action. While the transferability of Imbizo-generated findings across in-country partners may vary, Imbizo topics will be cross-cutting, and of general interest to Global Fund in-country implementing partners.

For the list of countries and regions that received funding in this grant cycle, see: https://www.theglobalfund.org/media/12674/fundingmodel_2023-2025-allocations_table_en.xlsx

Evidence generated under Imbizo will be aligned with the Global Fund's Board, Secretariat, and wider ecosystem reporting cycles. Deliverable deadlines will be reconfirmed at the Inception phase, to ensure the most major findings are communicated to the Secretariat during mid-year Committee meetings, and to increase the potential uptake of recommended action plans in October workplan and decision processes.

Design and Methodological Considerations

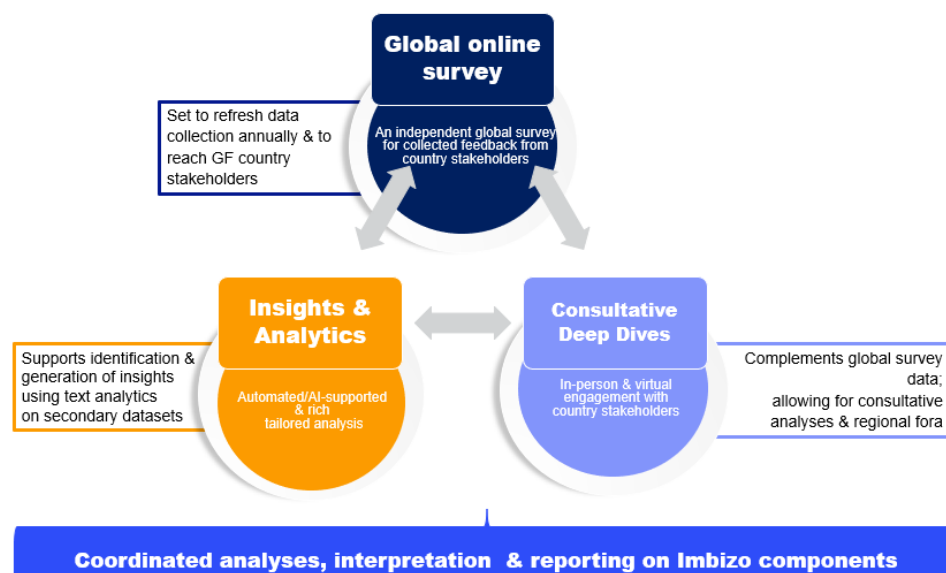
As a multi-year and multi-component design, Imbizo is a "first-of-its-kind" evaluation at the Global Fund that blends a multi-method approach with a real-time analysis and feedback design. It will be built on several interdependent streams of evidence, sourced from each of Imbizo's three components. The design will also consider evidence and learning about the implementation of feedback and citizen engagement mechanisms, including on the complexity and the effects of external factors (e.g., social, cultural, political economic) that may contribute to heterogeneous findings. The sum of Imbizo's multi-method "parts," creates a unique organizational learning opportunity for the Global Fund to operate under a more responsive and inclusive, independent partner feedback model, and more specifically, to identify which specific strategic, technical and operational measures it can consider for improving its operations and results.

Key Evaluation Questions, (KEQs), will drive the insights generated from each Imbizo component. While these will evolve as data sources are refreshed, a few initial questions are listed below:

- 1) What lesser-known strategic, technical, and operational concerns and successes do country stakeholders want to flag to optimize the Global Fund's model in fighting the three diseases and contributing to sustainable health systems?
- 2) To what extent is country stakeholder engagement incorporated in grant proposals, monitoring, implementation and closure? What is the quality of designs that aim to incorporate country stakeholder feedback in grants?

All three components will be harmonized under an overarching analysis and coordination effort, preferably led by a consortium lead, to generate a holistic analysis and interpretation (see diagram below). The multi-component design has been conceived to help reveal weak signals: emerging, underrepresented, and marginal implementing country partner feedback, opinions, and issues. Taken together, Imbizo will develop an evidence-supported understanding of

implementing country partners' feedback and recommendations for the Global Fund's governance bodies and broader ecosystem of stakeholders to consider. The analysis will consider stakeholder characteristics, the quality of their relationships, norms informing engagement and responsiveness.



Imbizo is underpinned by the following three components:

1. **Global online Survey:** Imbizo will collect country stakeholder feedback through a global survey, built on the following features:
 - a. The substantive scope will focus on the strategic, operational and technical elements that support the Global Fund in meeting the primary goal and the contributory objectives under the [2023-2028 Strategy](#), as well as topics requested by country stakeholders;
 - b. Annual survey frequency (every calendar year). The annual global online survey frequency is meant to refresh and inform the 2-3 Imbizo topics that will be prioritized during deep dive country consultations and regional fora. Topics may evolve, based on data retrieved from the insights and analytics and deep dive components;
 - c. Rigorous and appropriate sampling approach and design to maximize coverage, response rate and stakeholder representation, and survey distribution methods. Sampling criteria will be developed during the Inception phase to ensure the survey's sampling design accounts for balanced representation for gender and age diversity and response targets. The survey will be pre-tested.
 - d. Confidentiality during data collection, analysis and reporting;

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- e. Inclusion of open-ended questions to allow respondents to raise issues to Global Fund for consideration;
 - f. Survey questions must be translated into at least English, French, Portuguese, and Spanish. Other United Nations languages may be required in subsequent years.

2. Consultative deep dives, including country-focused consultative analysis and regional fora: Imbizo will deep-dive into recurring and emerging topics proposed by implementing country partners, and will collect and share findings through:

- a. Country-focused consultative analysis: This refers to carrying out country or regionally focused deep dives, including interviews, focus groups, or other qualitative data collection directly with country stakeholders, possibly during events or activities organized or supported by the Global Fund that are already bringing together multiple country stakeholders.
- b. Regional fora: Either virtual or in-country, in which country stakeholders from selected regions will be invited to provide their perspectives on prioritized topics, and/or receive updates on actions and responses the Secretariat and Global Fund governance have taken, in response to their feedback.
- c. Deep dives objectives should be structured to:
 - a. Prioritize country stakeholder feedback and inputs from a country-specific perspective; and
 - b. Gain richer examples and details behind collected feedback to understand context and potential next steps;
- d. Country-focused consultative analysis and regional fora should be designed to:
 - i. Engage an estimate of +/- 30 participants, plus organizers.
 - ii. Where appropriate, deep dives may occur as online consultations with breakout sessions and smaller participant numbers, larger virtual events, or as in-country events;
 - iii. Subject to available funding, two country-focused consultative analyses and two regional fora are envisaged per calendar year;
 - iv. On-site events and activities are expected to last 2-3 days, at most.

3. Insights and analytics: Insights and analytics refer to the use of natural language processing (NLP) and other innovative tools to identify, hypothesize and process internal and external secondary data. This component aims to:

- a. Design, develop and execute analysis of various Global Fund documents and data sets (including other Global Fund feedback initiatives) and integrate relevant external and publicly available data and information applying innovative approaches such as Natural Language Processing (NLP), large language models (LLM), supervised and unsupervised learning.
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- b. Support early detection of potential trends and patterns, identifying new topics, and triangulation of evidence to inform and align with the global online survey, and the consultative research and regional learning fora.
 - c. Integrate other ongoing Global Fund country stakeholder feedback and review initiatives (see Annex 2 for possible data sets) such as country portfolio reviews.
 - d. Documents and datasets will be available from the following types of access points: Azure Cloud, SharePoint libraries, Salesforce repositories, and potentially via APIs.

The design, implementation and analysis across the components will take initial steps to develop, test and produce learning that reflects the influence of external and local factors in settings where the Global Fund operates and that therefore may not be generalizable.

Findings generated from all three of the above Imbizo components will be summarized into component-specific reports as soon as these become available. In addition, syntheses of Imbizo insights will be captured into **one** final (annual) report. The final report will capture all summative annual findings and will capture any actions or responses taken by the Secretariat, in response to these findings. This annual deliverable will be made available under the Global Fund's ELO website. Participating country stakeholder feedback providers will receive a link to the published report, where contact information is available. Other online platforms will also be considered as a means for disseminating Imbizo insights and response actions.

Deliverables Imbizo will generate six types of deliverables, each outlined in the table below. Experienced consortium-bidders will be given preference and are expected to lead on the Inception and the Analysis and Reporting deliverables.

Selected suppliers are expected to be onsite in Geneva for an orientation week during the Inception phase. Hence, bidders must factor in costs for a week-long stay in Geneva and include these in the financial proposal.

The below overview summarizes the planned deliverables.

#	Description	Deliverables for 2024	Due Date
1	<p>Inception Report</p> <p>Draft inception report building on technical proposal (word doc and slide deck summary presentation for meeting discussion) led by consortium supplier.</p> <p>The inception report (A) should be submitted within 15 working days of the orientation visit to Geneva.</p> <p>The report should build on the initial proposal and on what has been gleaned during the orientation. Any changes to the initial proposal should be clearly explained in the inception report.</p>	A. Inception report, Quantity :1	February '24 (A)
2	<p>Online Global Survey</p> <p>A global online survey reaching selected Global Fund's country stakeholders (annually) to collect feedback from select country stakeholders, as set out under Scope and Objectives section. The survey will be launched in April 2024 (B).</p> <p>The survey, its methodology and sampling will be designed to ensure "best-in-class" data collection and</p>	<p>A. Data collection plan. Quantity: 1</p> <p>B. Global survey. Quantity: 1</p> <p>C. Survey Reporting, Quantity: 1 of each</p>	<p>A. March</p> <p>B. April '24</p> <p>C. May '24</p>

	<p>social research quality standards, and in consultation with Imbizo’s other component insights. The deliverable expected for this is a detailed data collection plan, in Word and PPTX (A).</p> <p>Survey Reporting includes the analysis, a survey report and presentation of results. It also includes support coordinating communications & follow-ups to ensure satisfactory response rates (C).</p>		
3	<p>Deep Dive: Country-focused Consultative Analysis</p> <p>The country-focused consultative analysis will be designed to ensure “best-in-class” data collection and social research quality standards, and in consultation with Imbizo’s other component insights. The deliverable expected for this is a detailed data collection plan, in Word and PPTX (A).</p> <p>Design, organize and conduct country-focused consultative analyses (B) on select topics with the explicit objective of inclusive consultations with a broad range of country stakeholders and partners.</p> <p>The deliverables include: report, in-country debriefing, and presentation of results (C).</p>	<p>A. Country-focused consultative analysis plan. Quantity: 1.</p> <p>B. Consultative analysis. Quantity: 2, with potential for 3, subject to available funding. Analysis to be priced per unit.</p> <p>C. Deliverables. Quantity: 1 of each per activity</p>	<p>A. February ’24</p> <p>B. March ’24, May ’24</p> <p>C. April ’24, June ’24</p>
4	<p>Deep Dive: Regional Learning Fora</p> <p>The regional fora will be designed to ensure “best-in-class” peer-to-peer knowledge exchange practices. The deliverable expected for this is a detailed learning agenda, with focused exchange and learning outcomes outlined in a plan, in Word and PPTX (A).</p> <p>Design, organize, facilitate and analyze regional fora . The focus groups will take place as either virtual events, or in an accessible hub location and will cover approximately four countries of the same region. The total number of attendees will be +/- 30 plus organizers. If</p>	<p>A. Regional learning fora concept note, design plan and agenda. Quantity: 1.</p> <p>B. Regional learning forum. Quantity: 2, with potential for 3 sessions, subject to available funding. Regional learning fora to be priced per unit.</p>	<p>A. July’24</p> <p>B. August ’24</p> <p>C. September ’24</p>

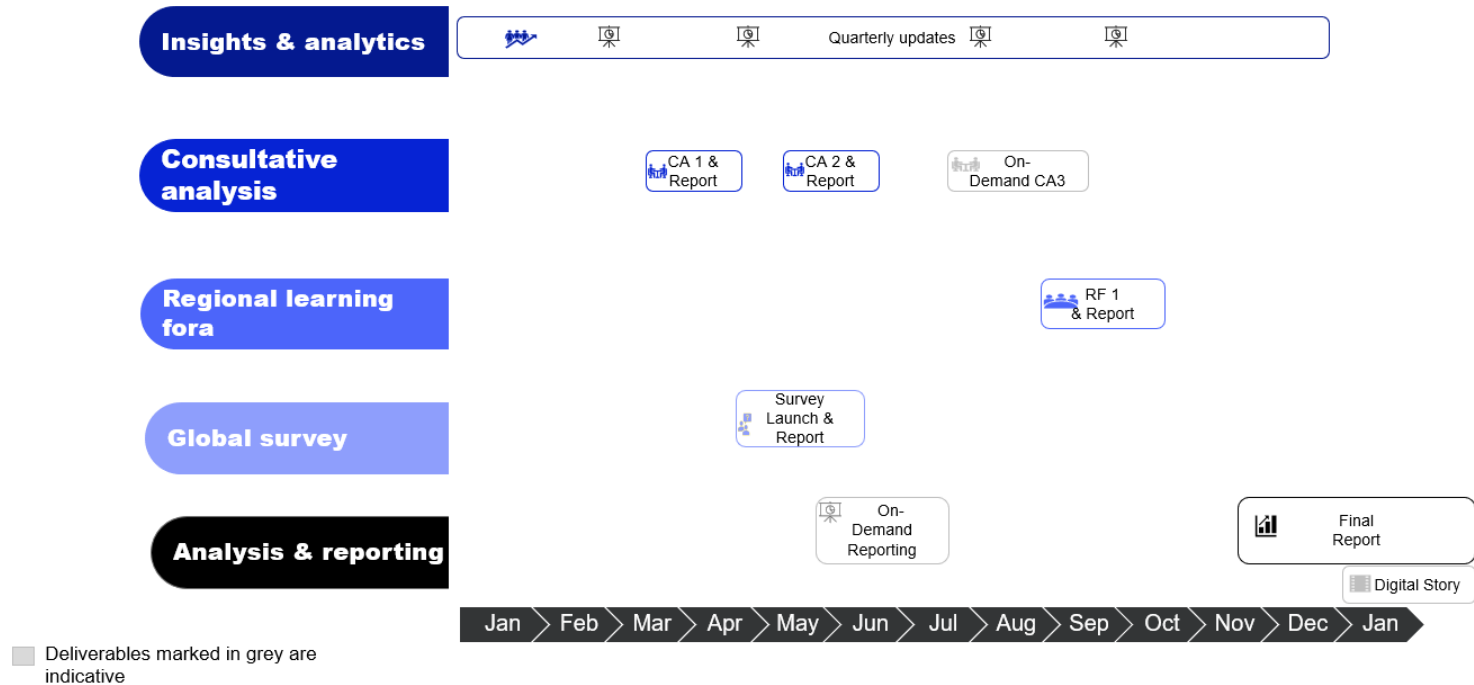
	<p>feasible and useful, the fora may be conducted in conjunction with planned regional Global Fund events. The selection of attendees will be informed by the theme of the respective forum. The themes for the fora will be informed by results from tasks #2, 3 and 5 and for the first forum also by consultations during the inception phase (B).</p> <p>The deliverables include: summary of learning and engagement outcomes, debriefing, report, and presentation of results (C).</p>	<p>C. Post-consultative research deliverables. Quantity: 1 of each per regional focus group</p>	
5	<p>Insights and Analytics</p> <p>Design, develop and execute analysis of various Global Fund documents and data sets (including other Global Fund feedback initiatives) and integrate relevant external and publicly available data and information applying innovative approaches such as Natural Language Processing (NLP), large language models (LLM), supervised and unsupervised learning etc. The topics will be informed and aligned with deliverable #2, 3, and 4. The results and approach of an ongoing pilot project by ELO and supported by the Global Fund Data and Analytics team will be shared during the inception phase.</p> <p>Project reports comprising visualizations and revealing summary trends (A). Ongoing analysis and technical support refining supervised & unsupervised learning approaches will continue (B).</p>	<p>A. Quantity, 4 B. Quantity, 1</p>	<p>A. March, May, August & October '24</p> <p>B. Ongoing '24 analysis and technical support</p>
6	<p>Consolidation and Reporting- Final Annual Report</p> <p>Each component task requires an individual report. There will be one final annual report, with the possibility for on-</p>	<p>A: Quantity: 1, to be priced by unit</p>	<p>Final Report Deliverables</p>

	<p>demand summaries (reports and presentations) for specific purposes and/ or Global Fund meetings.</p> <p>For the final annual report, the lead/service provider is expected to consolidate the various insights, while focusing on 2-3 key Imbizo topics per year. (Annual Imbizo priorities will change each calendar year). Specific deliverables are:</p> <ul style="list-style-type: none"> A) Share preliminary findings, observations and conclusions during a virtual workshop B) Draft report (word doc), accompanied by a slide deck summarizing draft findings C) Draft final report (word doc) with an executive summary and slide deck summarizing Final Report. Draft final report will incorporate comments and edits from ELO, as appropriate. D) Submission of the Final Report 	<p>B: Quantity: 1, to be priced by unit</p> <p>C to D: 1, to be priced by unit</p>	<ol style="list-style-type: none"> 1. Nov '24 (A) 2. Dec '25 (B) 3. Feb '25 (C) 4. Feb '25 (D)
6a	<p>Analysis and reporting of country stakeholder feedback (optional):</p> <p>Digital story, animated video, or other relevant communication and engagement approach that summarizes Imbizo's annual report findings and activities (A).</p>	<p>A: Quantity: 1, to be priced per unit as an optional/ on-demand deliverable</p>	<ol style="list-style-type: none"> 5. Jan '25
6b	<p>Consolidation and Reporting- On-Demand Summaries</p> <p>Each component task requires an individual report. There will one final annual report, with the possibility for on-demand summaries that synthesize Imbizo components</p>	<p>A: Quantity: 1, with potential for 2, to be priced by unit, as optional/ on-demand deliverable</p>	<p>A. Interim Report Deliverables:</p> <p>May '24 (A- B, C)</p>

	<p>findings through reports and presentations for specific purposes and/ or Global Fund meetings.</p> <p>For the “on-demand” summaries, the lead/service provider is expected to consolidate the various insights, while focusing on the 2-3 key Imbizo topics identified for the year. (Annual Imbizo priorities will change each calendar year). Specific deliverables are:</p> <ul style="list-style-type: none"> A) Share preliminary findings, observations, and conclusions during a virtual workshop B) Draft report (word doc), accompanied by a slide deck summarizing draft findings C) Draft final report (word doc) with an executive summary and slide deck summarizing Final Report. Draft final report will incorporate comments and edits from ELO, as appropriate. D) Submission of the Final Report 	<p>B: Quantity: 1, with potential for 2, to be priced by unit, as optional/ on-demand deliverable</p> <p>C to D: 1, to be priced by unit; as optional/ on-demand deliverable</p>	
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An indicative timeline for the 2024 calendar year deliverables is also listed below, to be confirmed deliverables are marked in gray.

What might Imbizo activities look like in 2024?



Experience & Skills The evaluation team/consortium will comprise a mix of experts with a balance of general and specific expertise and technical knowledge. For the detailed experience and skill requirements, please refer to Section II Evaluation Criteria of the RFP Proposal Requirements, where general, desirable, and deliverable-specific requirements are described.

Period of Performance This Terms of Reference will result in a framework agreement, whereby selected suppliers can be potentially renewed for subsequent years. The initial contract will be for the duration of 1 year.

Under the framework agreement, suppliers are requested to provide financial proposals for the first year of Imbizo, (2024). Subject to the availability of resources and performance, the selected supplier(s) can be renewed for subsequent years, where the financial proposal provided for year 1 will be reused to set pricing for any subsequent renewal years, for a maximum of an additional two years.

Attachments and Annexes

Annex 1: Referenced Global Fund decisions and references

1. Board approval for the creation of a new independent evaluation function, under which a request to introduce an independent country feedback mechanism was initially presented: [Global Fund Board Decision GF/B46/0revision 1](#)
2. Background information on Global Fund partners, including country stakeholders: <https://www.theglobalfund.org/en/about-the-global-fund/partnerships/>
3. The Global Fund's Operational Policy Manual: https://www.theglobalfund.org/media/3266/core_operationalpolicy_manual_en.pdf
4. The Global Fund's 2023-2028 Strategy: <https://www.theglobalfund.org/en/strategy/>
4. [Global Fund's 2023-2028 Strategy Framework and responsive partnership expectations](#)
5. List of Global Fund eligible countries: For a list of eligible countries in 2023, please consult: https://www.theglobalfund.org/media/11712/core_eligiblecountries2022_list_en.pdf
6. List of Global Fund countries which have received allocations under the current grant cycle: For the list of countries and regions that received funding in this grant cycle, see: https://www.theglobalfund.org/media/12674/fundingmodel_2023-2025-allocations_table_en.xlsx

Annex 2: Overview of the Global Fund's Country Partners

The Global Fund collaborates with a wide-range of in-country partners, including:

- Principal Recipients (PRs), these are the entities that are the primary recipients of Global Fund grants.
- Country Coordinating Mechanism (CCM) members: National committees that submit funding applications to the Global Fund and oversee grants on behalf of their countries;
- Local Fund Agents (LFAs): They work closely with the Country Team at the Global Fund Secretariat to evaluate and monitor activities before, during and after the implementation of a grant, and
- Sub-recipients (SRs): In most cases, Principal Recipients then disburse funds to other smaller organizations who serve as sub-recipients or even sub-sub-recipients
- Civil society organizations (CSOs): At the country level, community and civil society representatives participate actively in the decision-making process through membership in the Country Coordinating Mechanism, the national body that is responsible for creating the requests for funding and overseeing implementation
- Private sector and nongovernmental partners, for example corporations, foundations, charities, trusts, philanthropists and nongovernment organizations; and, potentially,
- Technical and development partners: They offer technical expertise, supporting resource mobilization and advocacy efforts, and monitoring and evaluating programs, after Imbizo's pilot year.

For complete details, please refer to the "Partnerships" webpage under the Global Fund's website: <https://www.theglobalfund.org/en/about-the-global-fund/partnerships/>.

Annex 3: List of the Global Fund's country partner feedback mechanisms

In 2022, the Evaluation and Learning Office (ELO) carried out an internal scan to identify feedback mechanisms undertaken by the Global Fund. The list below is indicative of the types of surveys and feedback requests undertaken by Global Fund departments:

- Access to Funding (A2F) applicant survey: Survey sent to CCM and country teams who then send onward to other partners.
- External Stakeholder Satisfaction survey: Survey sent to CCMs, LFAs, and PRs.
- Community, Rights and Gender (CRG) Community survey: Soon-to-launch online survey meant to capture the experience of community actors in relation to the KPIs related to community stakeholder policy-level engagement.
- The Office of Inspector General (OIG) Audit Engagement Specific Feedback surveys: Survey sent to country actors who have been involved in an audit to capture their overall satisfaction with the audit process, perception of the added-value of the audit process, as well as the challenges and the limitations of the audit process.

B. Contract Conditions

1. Contract Duration and Contract Type

The selected Service Provider(s) will be awarded Framework Agreement(s) for an initial period of one (1) year.

The Framework Agreements may be renewed, subject to performance, available resources, and 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 3 years.

As further outlined in section 2 of the RFP document, financial proposals for the first full year of implementation 2024 will be included in the Framework Agreement(s) and reused to set pricing for any subsequent renewal years.

The Global Fund expects the work to begin according to the timeline provided below. Unique timelines will be applied for each of the unique Imbizo tasks defined under the Scope of Work. These include:

1. **Deliverable 1: Inception report:** As soon as the contracting is completed.
2. **Deliverable 2: Online global survey:** As soon as the contracting process is completed.
3. **Deliverable 3.: In-country consultative research:** As soon as the contracting process is completed.
4. **Deliverable 4: Regional learning forums :** Expected to start in February 2024.
5. **Deliverable 5: Insights and analytics :** As soon as the contracting process is completed.
6. **Deliverable 6: Analysis and reporting of country stakeholder feedback:** Expected to start in March 2024.

2. Logistical aspects and location:

Selected Service Providers are expected to be based out of the following locations, where different requirements have been specified for each Imbizo component task, as described below:

- **Deliverable 1: Inception report:** The selected Service Provider will be expected to work remotely, with a required on-site presence in Geneva for the orientation visit leading up to the inception report.
- **Deliverable 2: Online global survey:** The selected Service Provider will be expected to work remotely, with a required on-site presence in Geneva for the orientation visit leading up to the inception report.
- **Deliverable 3: In-country consultative research:** The selected Service Provider(s) will be expected to work remotely, with a required presence during each consultative research.
- **Deliverable 4: Regional learning forums:** The selected Service Provider(s) will be expected to work remotely, with a required presence during each regional learning forum.
- **Deliverable 5: Insights and analytics:** The selected Service Provider will be expected to work remotely, with a required on-site presence in Geneva for the orientation visit leading up to the inception report.
- **Deliverable 6: Analysis and reporting of country stakeholder feedback:** The selected Service Provider will be expected to work remotely, with a required on-site presence in Geneva for the orientation visit leading up to the inception report.

3. Payment conditions:

Unless access to the iSupplier or E-invoicing Portals has been granted, all invoices should be sent electronically as attachments to TGFBilling@theglobalfund.org.

The attachments should be sent preferably in pdf format 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 unit prices. Payment will be made to the Service Provider upon successful submission and acceptance of Final Reports and/or on the fulfilment of major agreed deliverables and upon submission of the invoices and acceptance by the Head of Department or her/his designee.

For other direct costs (ODC), the Service Provider shall be reimbursed on actual expense basis in accordance with the Travel Guidelines for Service Providers (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. 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 Service Provider shall not invoice the Global Fund and the Global Fund shall not be held liable to pay the Service Provider 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 this contract shall be borne by the Service Provider.

#	Deliverables	Expected Delivery Date(s)	Payment Terms
1	<u>Deliverable 1: Inception Report:</u>	February 2024	Fixed professional fee budget
2	<u>Deliverable 2: Online global survey</u> The full deliverable package includes several sub-deliverables, each with target delivery dates, outlined in the Terms of Reference	D. March 2024; Data collection plan. Quantity: 1 E. April 2024; Global survey. Quantity: 1 F. May 2024; Survey Reporting, Quantity: 1 of each	Fixed professional fee budget per unit
3	<u>Deliverable 3: Deep Dive: Country-focused Consultative Analysis</u> The full deliverable package includes several sub-deliverables, each with target delivery dates,	A. First Unit: February-April 2024; Includes: Country-focused consultative analysis plan, consultative analysis, and consulting reporting	Fixed professional fee budget per unit, with separate rate cards per region, and in case of virtual-only consultative research. Regional rate cards will allow for a maximum price variation of +/- 10% per region

	outlined in the Terms of Reference	deliverables as outlined in the TOR B. Second Unit: April-June 2024, Includes: Country-focused consultative analysis plan, consultative analysis, and consulting reporting deliverables as outlined in the TOR, with possibility for additional consultative research units	A minimum of 2 consultative research/ per year. Consultative research regions will be determined in consultation with ELO. Locations will vary and must be set to coordinate with partnering Global Fund departments' in-country events. More information is provided in the cost section of the RFP.
4	<u>Deliverable 4: Deep Dive: Regional Learning Fora:</u> The full deliverable package includes several sub-deliverables, each with target delivery dates, outlined in the Terms of Reference The estimated level of effort for each regional learning forum is +/- 30 days, for in-country/ onsite forums.	A. July- September 2024, with possibility for additional regional learning forums in subsequent years. Includes: regional learning fora concept note, regional learning forum per item, and post-consultative research deliverables as indicated in the TOR.	Fixed professional fee budget per unit, with separate rate cards per region, and in case of virtual-only consultative research. Regional rate cards will allow for a maximum price variation of +/- 10% per region A minimum of 1 regional learning forums/ per year. Consultative research regions will be determined in consultation with ELO. Locations will vary and must be set to coordinate with partnering Global Fund departments' in-country events. More information is provided in the cost section of the RFP.
5	<u>Deliverable 5: Insights and analytics</u> The full deliverable package includes several sub-deliverables, each with target delivery dates, outlined in the Terms of Reference	March, May, August & October 2024, with ongoing analysis and technical support in 2024	Fixed professional fee budget A minimum of 4 quarterly reports/ per year

6	<p><u>Deliverable 6: Consolidation and reporting- Final Report:</u></p> <p>The full deliverable package includes several sub-deliverables for, each reporting cycle with target delivery dates for each cycle, including:</p> <ul style="list-style-type: none"> A) Preliminary findings B) Draft report & slide deck C) Final report D) Final Annual Report 	<p>Final Report Deliverables, November 2024-February 2025. Includes: preliminary findings, observations and conclusions workshop; draft report with accompanying slide deck; Draft final report with executive summary and slide deck, and submission in Final Report as indicated in the TOR</p>	<p>Fixed professional fee budget</p> <p>A minimum 1 final annual report cycle</p>
6a	<p><u>Deliverable 6a: Analysis and reporting of country stakeholder feedback (optional):</u></p> <p>Digital story, animated video, or other relevant communication and engagement approach that summarizes Imbizo’s annual report findings and activities.</p>	<p>January 2025, with potential for additional and earlier units</p>	<p>Fixed professional fee budget per item</p>
6b	<p><u>Deliverable 6b: Consolidation and Reporting- On-Demand Summaries</u></p>	<p>May 2024, with potential for additional units. Includes: preliminary findings, observations and conclusions workshop; draft report with accompanying slide deck; Draft final report with executive summary and slide deck, and</p>	<p>Fixed professional fee budget per item</p>

4. Reporting:

Evidence generated under Imbizo will be aligned with the Global Fund’s Board, Secretariat, and wider ecosystem reporting cycles. Deliverable deadlines will be reconfirmed at the Inception phase, to ensure the most major findings are communicated to the Secretariat during mid-year Committee meetings, and to increase the potential uptake of recommended action plans in

October workplan and decision processes. The following reports are expected for each of the deliverable streams listed below:

1. **Deliverable 1: Inception report:** See Scope of Work for required report criteria.
 - (a) An inception report building on technical proposal, led by the consortium supplier. It should include both a Word and slide deck summary presentation). The report should build on the initial proposal and on what has been gleaned during the orientation. Any changes to the initial proposal should be clearly explained in the inception report.
2. **Deliverable 2: Global online survey:** See Scope of Work for required report criteria, where deliverables are expected by early May 2024.
 - (b) A final report on survey findings, trends and observations, in Word format;
 - (c) A summary of the final report in a slide deck summary.
3. **Deliverable 3: Deep Dive: Country-focused Consultative Analysis :** See Scope of Work for required report criteria. The post-consultative analysis reporting deliverables include the following, for each consultative analysis item, immediately after each analysis has taken place:
 - (d) An in-country debriefing;
 - (e) A report; and
 - (f) A slide deck summary of results.
4. **Deliverable 4: Deep Dive: Regional Learning Fora:** See Scope of Work for required report criteria. The post-regional learning forum reporting deliverables include the following, for each regional learning forum item, immediately after each forum has taken place:
 - (g) A summary of learning and engagement outcomes;
 - (h) An ELO- debriefing;
 - (i) A report; and
 - (j) A slide deck summary of regional learning forum results.
5. **Deliverable 5: Insights and analytics:** See Scope of Work for required report criteria.
 - (k) Quarterly reports comprising visualizations and revealing summary trends Monthly project updates, risks and solution updates
6. **Deliverable 6: Consolidation and Reporting- Final Annual Report:** See Scope of Work for required report criteria.

For the final annual report, summarizing all findings, observations, and conclusions for Imbizo's components activities in the year, the selected Service Provider will provide:

- (a) Preliminary findings, observations and conclusions from all Imbizo components for the annual period in a virtual workshop;
- (b) Draft Annual Report (word document), accompanied by a slide deck summarizing draft findings
- (c) Final Annual Report (word document) with an executive summary and slide deck summarizing Final Report

a) **Deliverable 6a: Analysis and reporting of country stakeholder feedback (optional)**: See Scope of Work for required digital communication/story criteria.

b) **Deliverable 6b: Consolidation and Reporting- On-Demand Summaries:**

The first reporting cycle, the interim report, is scheduled for completion in May 2024. The selected Service Provider will provide the following reports, summarizing preliminary findings, observations and conclusions from all Imbizo component activities in a given reporting cycle:

- (a) Preliminary findings, observations and conclusions from all Imbizo component in a virtual workshop;
- (b) Draft report (word doc), accompanied by a slide deck summarizing draft findings;
Final report (word doc) with an executive summary and slide deck summarizing Final Interim Report.

If additional on-demand summaries are requested, a separate set of deadlines will be provided for these.

5. Technical Direction

The selected Service Provider(s) will be suppliers to the Global Fund. Service Provider(s) will be working under the overall guidance of the Global Fund's Evaluation and Learning Office (ELO), with inputs and oversight from the Independent Evaluation Panel (IEP).

All deliverables and project tasks will be monitored, reviewed, and upheld to the acceptance criteria set for the by ELO.

SECTION 2

PROPOSAL REQUIREMENTS AND EVALUATION

Under this RFP, Bidders may bid for all or part of the deliverables outlined in Section 1, Scope of Work. Please note that:

- Bidders submitting a technical proposal for Deliverable 1 must also submit a proposal for Deliverable 6 and 6b, and vice versa.
- For deliverables 3 and 4 (i.e. consultative analyses and regional learning forums), which may be issued in different parts of the world, or virtually, the Global Fund may select one Service Provider per Global Fund portfolio region, though preference will be given to bidders that apply for the 9 portfolio regions and virtual events.

Though each of these deliverables can be led by different Service Providers under different contracts, the Global Fund will give preference to consortium Service Providers managing the delivery, completion, and quality of Imbizo's multiple deliverables.

I. 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

Bidders are required to provide a technical proposal. If the Bidder applies for more than one of the deliverables in the scope of work, the Bidder should submit one proposal for all deliverables for which it is applying.

For the technical proposal, the Bidder is required to submit a proposal not exceeding 12 pages for all deliverables and describing:

- a. Understanding of the requirements of the evaluation
- b. Conceptual evaluation framework
- c. Suggested key evaluation questions
- d. Evaluation approach and methods
- e. Quality assurance plan
- f. A summary of past experience and capabilities and expertise of the team, with a focus on similar projects managed by the Bidder
- g. Strengths and qualifications of partner evaluators, including LMIC firms/individuals
- h. Description of team members and their respective roles in the evaluation

- i. Organization structure and background
- j. Description of proposed team and CV of key personnel
- k. References for similar contracts: contact details of minimum 3 former clients/referees

Bidders that submit a technical proposal for Deliverable 1 must submit a Deliverable proposal for Deliverable 6, and 6b. Bidders that submit a technical proposal for Deliverable 6 must submit a proposal for Deliverable 1 and 6b.

The following documents should be attached as annexes to the technical proposal:

- A CV not exceeding 2 pages for each team member should be attached to demonstrate qualification, subject matter expertise, evaluation experience and competencies against the consultant requirements.

- In addition, the supplier is required to provide information regarding their past performance (not exceeding 2 pages). The past performance document should explain and provide reference to at least two similar contracts and lessons learnt. *The Global Fund reserves the right to contact any persons listed in your past performance document in order to gain a better understanding of the supplier's past performance in delivering similar services to former clients.*

- The supplier is required to provide a high-level work plan for this thematic review, which should show when the supplier would be able to submit the requested deliverables listed under section IV of the Scope of Work, and how many working days the supplier would allocate for them.

- In addition, potential consultant(s) may add any other documents they see relevant to clarify their expertise in conducting this work.

b. Cost Proposal:

The Excel file entitled "Cost Proposal" provided separately as Annex 3 should be fully completed as part of your Cost proposal.

Cost proposals must be submitted in USD currency. Cost proposals must include administration costs (if any) and estimated travel and accommodation costs (if any)⁵; the total should reflect the total cost of delivery of the Project.

[Include the Cost proposal table if applicable]

Bidding suppliers are expected to provide a unique financial proposal for each deliverable, listed above, following the specifications set forth below:

⁵ Please note that travel related expenses are reimbursed by the Global Fund in accordance with the Travel Guidelines for Contractors https://www.theglobalfund.org/media/3274/corporate_travelguidelinesforcontractors_guidelines_en.pdf (as may be amended from time to time).

(1) Price per unit pricing for deliverables under Service Types:

- (a) Deliverable 2: Global online survey;
- (b) Deliverable 3: In-country consultative research; and
- (c) Deliverable 4: Regional learning forums;
- (d) Deliverable 6a (optional): Optional digital story, animated video, or other relevant communication and engagement approach that summarizes Imbizo's annual report findings and activities
- (e) Deliverable 6b: On-demand summaries, as described in the TOR and Scope of Work sections

The cost proposal must itemize a **fixed priced per unit** for each of the deliverables under service types A-E. The fixed pricing per unit indicated in financial proposals received will be used to set pricing for unit deliverables during the first year of the contract, and if renewed (subject to available funding), for each subsequent year of renewal, for a maximum period of three years.

Deliverables 3 and 4 which are issued in different parts of the world, (i.e. consultative research and regional learning forums) should allow for a 10% decrease or increase, depending on the global region where these activities will take place, to reflect local and actual costs. The Global Fund may select one regional provider per Global Fund region, though preference will be given to bidders that include a -/+ 10% quote for each of the Global Fund's 9 portfolio regions and a virtual event rate, as set out in the Cost Template.

(2) Fixed Costs under Deliverables 1, 5 and 6:

- (a) Deliverable 1: Inception report
- (b) Deliverable 5: Insight and Analytics
- (c) Deliverable 6: Analysis and Reporting of country stakeholder feedback

The cost proposal must itemize a fixed costs for level of effort for the deliverables set out under deliverables 1, 5 and 6, for the first year of the contract. If the contract is renewed under the framework agreement (subject to available funding), the same pricing will be used for each subsequent year of renewal, for a maximum period of three years.

II. EVALUATION CRITERIA

1. The evaluation will be divided into technical (75%, including 5% for representation or partnership from lower- and middle-income countries (LMICs), and cost (25%) factors. These factors will be evaluated relative to each other as described herein.
2. This Terms of Reference will apply a general set of evaluation criteria, and more specific sets of evaluation criteria for the component-related deliverables. All applicants must demonstrate they meet the general set of evaluation criteria. These factors will be evaluated relative to each other as described herein.
3. The selection process will give strong preference to consortium suppliers with proven relevant experience and who will manage the delivery, completion, and quality of Imbizo's multiple deliverables. Consortia led by service providers based in Low- or Middle-Income

Countries (LMIC) are especially encouraged to apply, as are consortia that include members based in LMIC.

4. 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.
5. 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; cost evaluation will only be undertaken for technical submissions that obtain a minimum of **52 points out of 75**. 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.
6. 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.
7. 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.

A. Technical Evaluation Criteria:

EVALUATION CRITERIA	WEIGHTAGE (Total = 75)
<p><u>A. Technical Approach</u></p> <ul style="list-style-type: none"> • 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 • Approach and tools: The appropriateness and relevance of the proposed evaluation approach, data collection and analytical and methods and approaches. • Acknowledgement of potential limitations. 	<p>35 out of 75</p>

<ul style="list-style-type: none"> • Innovative suggestions: The extent to which the applicant proposes innovative methodologies or any other elements of the work. • Feasible (detailed) workplan with timeline. 	
<p>B. <u>Experience & Competencies</u></p> <p>Extent to which supplier personnel demonstrate the qualifications, experience, and competencies outlined for the overall evaluation (general and desirable preferences) and the deliverable-specific qualifications, experience, and competencies outlined for each deliverable for which a bid is received</p>	25 out of 75
<p>C. <u>Proposed Team Structure</u></p> <ul style="list-style-type: none"> • Extent to which team composition includes a balance of knowledge and experience in both the proposed evaluation methods and subject matter expertise. • Appropriate allocation of roles and time commitment across the team 	10 out of 75
<p>D. <u>Representation from lower and middle-income countries (LMICs)</u></p> <p>Demonstrable representation from or partnerships with LMIC firms and/or individuals</p>	5 out of 75

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

B. General requirements

The proposed team/consortium shall comprise a mix of experts with a balance of the following general expertise and competencies. General requirements and preferences for experience and skills, across all deliverables, are listed below:

1. **General**

- Familiarity with the Global Fund's mission, activities and in-country partnership model
- In-country presence or established partnerships with national and/or regional service providers

- Strong sense-making, communication and reporting skills when consolidating diverse evidence
- Ability to manage multiple projects with minimal supervision, including strong time management
- Strong intrapersonal, organizational, and multi-tasking skills
- High-level attention to detail and intercultural sensitivity
- Fluency at least in English and French. Fluency in Arabic, Russian, and Spanish desirable.
- Preference for bidders from or in partnership with organizations from lower-and-middle income countries
- Preference for bidders with demonstrable experience in health system strengthening, health policy, health financing, health economics, epidemiology tuberculosis, malaria and HIV/AIDs

2. **Preferred Experience:**

- Preference for bidders from or in partnership with organizations from lower-and-middle income countries.
- Preference for bidders with demonstrable experience in health system strengthening, health policy, health financing, health economics, epidemiology tuberculosis, malaria and HIV/AIDs
- More than 6 years of project management oversight in international projects.
- Preference for bidders with demonstrable experience working with a wide array of public health stakeholders, including but not limited to government, community and civil society, primary recipients, donors, and others.
- In-country presence or established partnerships with national and/or regional service providers
- Preference for bidders from or in partnership with organizations from lower-and-middle income countries
- Experience leading citizen engagement evaluations and in knowledge management are desirable.
- Demonstrable expertise in health system strengthening, health policy, health financing, tuberculosis, malaria and AIDs
- Suppliers who have an in-country presence or partner with satellite organizations in Global Fund implementer countries
- Suppliers who have demonstrable collaborative networks with Global Fund country stakeholders: Principal Recipients (PRs), Sub-recipients (SRs), Local Fund Agents (LFAs), civil society organization (CSOs) and communities, among others

C. Deliverable- specific requirements

Bidders who apply to more than one deliverable are asked to tailor their technical proposals to demonstrate deliverable-specific experience and team structure requested. (See tables below and Cost Template for more details).

Maximum points will be given, (a total of 35 points under the “Experience & Capabilities” and “Proposed Team Structure” criteria, to bidders whose technical proposal demonstrate the skills, experience and resource structure requested against each deliverable.

a. **Deliverable 1: Inception Report**

Roles	Skills and Experience
Director and Team Lead	<ul style="list-style-type: none"> • Masters or graduate-level degree in relevant fields such as social sciences, monitoring and evaluation, business administration, public administration, international development, public health, health systems management or related fields. • Substantial experience leading international evaluations with global survey, consultative research, machine learning and natural language processing, as well as leading peer-to-peer learning forums • Preference for staff with demonstrable experience leading international projects as a consortium Service Provider • Substantial experience in their specialist field and in a consultancy role. • Previous experience in project management on at least five major projects, preferably in the public sector. • Typically, a person within this category will have 10+ years relevant experience.
Senior M&E Specialist	<ul style="list-style-type: none"> • Masters or graduate-level degree in relevant fields such as social sciences, monitoring and evaluation, business administration, public administration, international development, public health, health systems management or related fields. • Substantial experience in their specialist field and in consultancy/training role. • Preference for staff with demonstrable experience engaging in international projects as a consortium Service Provider • Previous experience in a wide range of high quality and relevant projects, preferably in monitoring and evaluation and/or public health projects. • Typically, a person within this category will have 7+ years relevant experience.
M&E Specialist	<ul style="list-style-type: none"> • Masters or graduate-level degree in relevant fields such as social sciences, monitoring and evaluation, business administration, public administration, international development, public health, health systems management or related fields. • Substantial experience in their specialist field and in consultancy/training role.

	<ul style="list-style-type: none"> • Preference for staff with demonstrable experience engaging in international projects as a consortium Service Provider. • Previous experience in a wide range of high quality and relevant projects, preferably in monitoring and evaluation and/or public health projects. • Typically, a person within this category will have 5+ years relevant experience.
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b. Deliverable 2: Online Global Survey

Roles	Skills and Experience
Head of Survey Data Collection	<ul style="list-style-type: none"> • Masters or graduate-level degree in relevant fields such as social sciences, monitoring and evaluation, business administration, public administration, international development, public health, health systems management or related fields. • Experience leading polling and survey data collection at sub-regional, regional and international levels. Special preference for those leading data international data collection for public health contexts. • The combined online global online survey team must demonstrate written and verbal fluency in English, French, Portuguese and Spanish. • Demonstrable experience managing international data privacy requirements and considerations in survey and polling initiatives. • Typically, a person within this category will have 7+ years relevant experience.
Senior Data Collection & Survey Specialist	<ul style="list-style-type: none"> • Experience leading polling and survey data collection at sub-regional, regional and international levels. • Special preference for those leading data international data collection for public health contexts. • Demonstrable experience coordinating and developing communications materials to generate awareness on survey, survey deadlines, and troubleshooting survey delivery issues. • The combined online global online survey team must demonstrate written and verbal fluency in English, French, Portuguese and Spanish. • Demonstrable experience managing international data privacy requirements and considerations in survey and polling

	<p>initiatives.</p> <ul style="list-style-type: none"> • Typically, a person within this category will have 5+ years relevant experience.
Data Collection & Survey Specialist	<ul style="list-style-type: none"> • Experience leading polling and survey data collection at sub-regional, regional and international levels. • Special preference for those leading data international data collection for public health contexts. • Demonstrable experience coordinating and developing communications materials to generate awareness on survey, survey deadlines, and troubleshooting survey delivery issues. • The combined online global online survey team must demonstrate written and verbal fluency in English, French, Portuguese and Spanish. • Demonstrable experience managing international data privacy requirements and considerations in survey and polling initiatives. • Typically, a person within this category will have 5+ years relevant experience.

c. Deliverable 3: Consultative research

Roles	Skills and Experience
Consultative Research Lead	<ul style="list-style-type: none"> • Masters or graduate-level degree in relevant fields such as social sciences, monitoring and evaluation, international development, public health, health systems management or related fields. • Demonstrable experience leading consultative research initiatives focused on global health, public health and in the Global Fund's implementer countries. • Demonstrable experience managing international and national data privacy requirements and considerations in participatory research initiatives • Fully fluent in English, French, and, where possible, the official languages of the United Nations (Arabic, Chinese, Russian, Spanish), and Portuguese <p>Typically, a person within this category will have 7+ years relevant experience.</p>
Consultative	<ul style="list-style-type: none"> • Masters or graduate-level degree in relevant

Researcher	<p>fields such as social sciences, monitoring and evaluation, international development, public health, health systems management or related fields.</p> <ul style="list-style-type: none"> • Demonstrable experience managing international and national data privacy requirements and considerations in participatory research initiatives • Fully fluent in English, French, and, where possible, the official languages of the United Nations (Arabic, Chinese, Russian, Spanish), and Portuguese • Typically, a person within this category will have 5+ years relevant experience.
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d. Deliverable 4: Regional learning forums

Roles	Skills and Experience
Peer-to-Peer Learning Events Design Lead	<ul style="list-style-type: none"> • Masters or graduate-level degree in relevant fields such as social sciences, monitoring and evaluation, business administration, public administration, international development, public health, health systems management, knowledge management or related fields. • Demonstrable experience organizing international conferences structured around learning goals • Demonstrable experience with online webinar and conference platforms like Zoom, MS Teams, or other engaging web conference tools. • Demonstrable experience managing international and national data privacy requirements and considerations in participatory research initiatives. • Demonstrable experience organizing and coordinating on-location, hybrid and virtual events is indispensable. • Preference is given to individuals who can demonstrate experience managing event audiovisuals, web conferencing tools and multimedia to carry out hybrid conference events and recordings. • Demonstrable experience managing international participant communications, the participant registration process (on location and virtual), and overall attendee management activities.

	<ul style="list-style-type: none"> • Fully fluent in English, French, and, where possible, the official languages of the United Nations (Arabic, Chinese, Russian, Spanish), and Portuguese. • Typically, a person within this category will have 7+ years relevant experience.
Peer-to-Peer Learning Events Design	<ul style="list-style-type: none"> • Masters or graduate-level degree in relevant fields such as social sciences, monitoring and evaluation, business administration, public administration, international development, public health, health systems management, knowledge management or related fields. • Demonstrable experience organizing international conferences structured around learning goals • Demonstrable experience managing international and national data privacy requirements and considerations in participatory research initiatives • Demonstrable experience organizing and coordinating on-location, hybrid and virtual events is indispensable. • Demonstrable experience managing international participant communications, the participant registration process (on location and virtual), and overall attendee management activities. • Fully fluent in English, French, and, where possible, the official languages of the United Nations (Arabic, Chinese, Russian, Spanish), and Portuguese. • Demonstrable experience with online webinar and conference platforms like Zoom, MS Teams, or other engaging web conference tools. • Preference is given to individuals who can demonstrate experience managing event audiovisuals, web conferencing tools and multimedia to carry out hybrid conference events and recordings. • Typically, a person within this category will have 5+ years relevant experience.

e. **Deliverable 5: Insights and Analytics**

Roles	Skills and Experience
Senior Natural Language	<ul style="list-style-type: none"> • Experience with both classical natural language processing (NLP) techniques (tokenization, part-of-speech tagging, stop

<p>Processing (NLP) expert</p>	<p>word removal, pattern matching) and deep learning-based NLP techniques (supervised, unsupervised, and generative learning system).</p> <ul style="list-style-type: none"> • Experience implementing Natural Language Processing (NLP) techniques on global health documents (named entity recognition, span categorization, PHI detection, text extraction). • Experience with cloud-based NLP tools (preference for Microsoft Azure). • Experience designing architectures and pipelines for NLP-focused applications. • Experience designing dashboards that display NLP trends, key phrase themes, and content refinement against different datasets (preference for Tableau). • Experience working effectively with different AI ethics stakeholders, such as users and product, engineering, legal, and compliance business units to execute large, complex projects. • Skilled at data storytelling - synthesizing large data sets and crafting an actionable narrative that can be presented to all levels of leadership. • Excellent written and oral communication skills, as well as interpersonal skills, including the ability to articulate technical concepts to both technical and non-technical audiences. • Typically, a person within this category will have 7+ years relevant experience.
<p>Natural Language Processing (NLP) expert</p>	<ul style="list-style-type: none"> • Experience with both classical natural language processing (NLP) techniques (tokenization, part-of-speech tagging, stop word removal, pattern matching) and deep learning-based NLP techniques (supervised, unsupervised and generative learning system). • Experience implementing Natural Language Processing (NLP) techniques on global health documents (named entity recognition, span categorization, PHI detection, text extraction). • Experience with cloud-based NLP tools (preference for Microsoft Azure). • Experience designing architectures and pipelines for NLP-focused applications. • Experience designing dashboards that display NLP trends, key phrase themes, and content

	<p>refinement against different datasets (preference for Tableau).</p> <ul style="list-style-type: none"> • Experience working effectively with different AI ethics stakeholders, such as users and product, engineering, legal, and compliance business units to execute large, complex projects. • Skilled at data storytelling - synthesizing large data sets and crafting an actionable narrative that can be presented to all levels of leadership. • Excellent written and oral communication skills, as well as interpersonal skills, including the ability to articulate technical concepts to both technical and non-technical audiences. • Typically, a person within this category will have 5+ years relevant experience.
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f. **Deliverables 6, 6a and 6b:**

Roles	Skills and Experience
Senior Data, Reporting and Synthesis Lead	<ul style="list-style-type: none"> • At least 7 years of experience leading international data analytic teams or initiatives • Demonstrable experience leading and designing both data analytic reporting and editorial publishing will be given preference • Possesses graduate-level degree. • Excellent written and verbal communication skills. Preference for those with significant experience reporting for or delivering communication materials for The Global Fund • Project management certification or international project management experience desirable • Preference for those with demonstrable experience designing, recording, editing, and developing video montages, digital stories, animated videos or other relevant multimedia communication deliverables.

SECTION 3 PROPOSAL SUBMISSION

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 Portable Document Format (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 MS-Word, MS Power Point, or MS 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://fa-enmo-saasfaprod1.fa.ocs.oraclecloud.com/>
 - 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 to 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-23-55 - 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:
Email:
Phone:
Address:
 - 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-23-55 –Organization name – technical proposal
- TGF-23-55 –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
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 4). 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 LEGAL MATTERS

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
- 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 <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_ethicsandconflictofinterest_policy_en.pdf?u=637319004468800000; 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 (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 or 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.

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 4. 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 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, service providers, 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 publish certain information relating to procurement contract awards, including without limitation the Bidder's name, as disclosed on its website.
- 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-23-55
ANNEX 1
CERTIFICATE OF CONFORMANCE**

*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-23-55, and, if awarded a contract, providing the services per the terms submitted in the proposal at a future date.
2. 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 4: Legal Matters.
3. The Organization complies with internationally recognized standards for human rights, labor, the environment, anti-money laundering and anti-corruption.
4. The Organization has read the Privacy Statement for the Global Fund Procurement Process (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.
5. 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.
6. The services proposed in the proposal have been priced according to the technical specifications as defined in the RFP.
7. Unless otherwise specified, the prices quoted shall remain fixed for the entire duration of the awarded contract.
8. 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.
9. 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.

Name of the Organization _____

Signature of Official / Authorized Signatory _____

Name _____

Title _____

Comments (if any)

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

[The Terms and Conditions are provided as a separate document]

ANNEX 3
COST PROPOSAL TEMPLATE

[The cost proposal template is provided as a separate Excel document]