



**INVITATION FOR PROPOSALS: PROGRAM EVALUATION CONSULTANCY SERVICES FOR THE
INFECTIOUS DISEASES INSTITUTE**

PART1: INTRODUCTION

BACKGROUND:

The Infectious Diseases Institute Limited (IDI) is a Ugandan not-for-profit organisation whose mission is to strengthen health systems in Africa, with a strong emphasis on infectious diseases, through research and capacity development. IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment, Training, Research, Global Health Security, Health Systems Strengthening and Laboratory services.

The Infectious Diseases Institute (IDI) has been awarded two cooperative agreements to support the provision of HIV comprehensive services in Arua Region (Adjumani, Arua, Koboko, Maracha, Moyo, Nebbi, Pakwach, Yumbe, Obongi, Terego, Madi-Okollo and Zombo districts) from 2020 to 2025, and in the Kampala region (Kampala and Wakiso districts) from 2017 to 2024. These regional cooperative agreements are implemented by IDI and funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) with support from the U.S. Centres for Disease Control and Prevention (CDC), in partnership with implementing stakeholders in the respective regions. The overall goal of the regional mechanisms is to accelerate epidemic control through the implementation and scale-up of evidence-based, high-impact interventions, strengthening of national, regional, and district health systems, health facilities, and community structures in Kampala and Arua regions of Uganda.

The regional mechanisms are expected to achieve the UNAIDS 95-95-95 targets of testing, treating, and achieving viral load suppression in 95% of persons living with HIV (PLWH) by 2025 and 2024 for Arua and Kampala Regions, respectively. The focus areas of these mechanisms include prevention through behavioural and biomedical interventions, prevention of mother-to-child transmission and early infant diagnosis (PMTCT-EID) services, HIV case identification services (HCI), health systems strengthening (HSS) which includes human resources for health (HRH), laboratory capacity building, logistics and supplies, as well as care and treatment for both adults and children, including Positive Health, Dignity, and Prevention (PHDP).

Objective:

The main objective of the evaluation is to identify best practices, track trends in the performance of activities, outputs, and outcomes against PEPFAR goals and UNAIDS targets, with the aim of informing policy and practice in HIV prevention, care, and treatment. (Detailed Terms of Reference can be accessed through; <https://.idi-makerere.com>)



Scope of Work:

1. Develop an inception report outlining the evaluation study objectives, study design, and tools to be used (15-20 pages without annexes) for the end-term and midterm evaluations of the Kampala and Arua region mechanisms, respectively.
2. Design data collection tools including SOPs (standard operating procedures and data extraction tools).
3. Collect, clean, securely store, and analyse data to derive meaningful insights and trends.
4. Present preliminary findings and write evaluation reports in accordance with the stipulated guidelines laid out in the PEPFAR Evaluation Standards of Practice (ESoP) <https://www.pepfar.gov/reports/guidance/c61317.htm>
5. Disseminate study findings to a wide range of stakeholders.

Evaluation Methodology:

The consultant will develop a detailed evaluation methodology approach that will be adapted in consultation with stakeholders after contract award.

Deliverables:

1. Work Plan and Inception report.
2. Data collection tools, including the data extraction tool.
3. Standard operating procedures to guide data collection.
4. Evaluation schedule indicating when they would be able to complete the assignment.
5. Draft evaluation report with the quantitative and qualitative components of the study (03 key informant interviews, 15-30 in-depth interviews, and 5-10 focus group discussions per regional mechanism).
6. Final evaluation report as per PEPFAR ESoP guidelines.
7. Recommendations and adjustments to proposed program strategies.
8. PowerPoint presentations to disseminate evaluation results to stakeholders.

You are requested to submit your proposal/ bid in line with the procedures listed in Part 2 of this solicitation document.

Successful firm(s) may be called for a meeting with the Institute management prior to contract award to provide more information.

Any resulting contract shall be subject to the terms and conditions detailed in this Request for Proposal. The Institute reserves the right to add any terms and conditions in the resultant contract.

All technical inquiries should be addressed to the undersigned, not later than **Friday 23rd June 2023 by 5.00pm**

Nelson Kalema (Program Impact Specialist) Infectious Diseases Institute — Knowledge Centre Building, Makerere University Main Campus P.O. Box 22418 | Kampala | Uganda
Email: nkalema@idi.co.ug

You are advised to respond to this solicitation either by submitting your firm's offer or by indicating your inability to participate.



PART 2: PROPOSAL PREPARATION PROCEDURE

Preparation of Proposals:

You are requested to prepare your proposal by completing and returning:

- The Proposal submission sheet;
- Documents evidence indicating your eligibility as a firm/ partnership
 - MOU & Articles of Association
 - Trading License
 - Certificate of Incorporation
 - Applicable certificates of membership or affiliation to professional and regulatory bodies or authorities
 - Tax registration and compliance documents,
- Evidence of technical competency and ability to provide the required services
- Any other relevant information that you may deem important for submission to IDI

Sealing and marking of Proposals:

Proposals should be sealed in **TWO** separate envelopes, clearly marked with the subject of procurement and a sub-heading on each envelope indicating “Technical Proposal” and another “Financial Proposal”. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved.

PART 3: PROPOSAL EVALUATION AND AWARD CRITERIA

Opening of Proposals:

The bids will be opened and evaluated by the IDI select committee and bidders shall be informed of the results within one month after the deadline of submission of bids. If no feedback is received within this period, please do not hesitate to contact us.

Evaluation Criteria:

The evaluation of Proposals shall follow the criteria listed below and firm’s characteristic;

1. Preliminary evaluation to determine eligibility (as described above) and administrative compliance of this Invitation to Bid.
2. Evidence of experience in this field (number of years in service, clients served, types of audit conducted etc.)
3. Organizational governance and management structure, staff members and staff to be assigned to this project with their qualification and experience.
4. Statement of firm’s independence in executing its mandate without influence from internal and external parties, political, social, commercial etc.
5. Proposed budget, applicable taxes and any reimbursable costs to carry out the exercise.
6. Applicable commercial terms to the proposal submitted.

Proposals that do not meet the eligibility criteria (1) above shall be eliminated and shall not be considered for subsequent stages of the evaluation.



Best evaluated bid:

Proposals will be evaluated by a select committee and where there is no outright best evaluated firm, the top qualifying firm(s) may be requested to make a presentation to the committee.

There is no express or implied obligation for IDI to reimburse responding firms for any expenses incurred in preparing proposals or presentations in response to this request for proposal or through the entire bidding process.

The best evaluated firm shall be one which is eligible and substantially responsive to the evaluation criteria stated above and shall be recommended for award of contract.

Award of contract:

Award of contract shall be communicated in writing from the Institute to the winning firm. A formal contract shall thereafter be signed between the institute and the successful firm.

Right to Reject:

The Institute reserves the right to accept or reject any Proposal or to cancel the bidding process and reject all Proposals at any time prior to contract award.

PART 4: STATEMENT OF REQUIREMENT

The program evaluation consultancy firm shall conduct the evaluation of the Health Systems Strengthening HIV/TB service delivery mechanisms in Kampala Region and Arua Region to determine if the HIV/TB prevention and care program is on track to achieve the previously set targets in the communities served.

Consultancy firm skills mix, qualifications, and expertise:

We are seeking a consultancy firm with a proven track record in conducting evaluations of public health programs, particularly in HIV/AIDS prevention, treatment, and care.

The lead consultant should possess a minimum of master's degree in epidemiology, public health, or a related field, along with extensive experience in Monitoring and Evaluation. Proficiency in applying mixed methods approaches, designing logic models, and conducting data quality assessments is essential. A strong understanding of USG HIV/AIDS programs and best practices in data analysis and dissemination is required. Good working knowledge of overall administrative requirements, budgeting, and fiscal management in support of contracts or cooperative agreements, grants, or purchase requisitions is required.

The consultancy firm should have a minimum of five years of mid- to senior-level public health experience.

Additionally, the lead applicant should:

1. Have skills in research, analytical, and report writing skills, including computer literacy.
2. Have excellent written and oral communication skills.
3. Be able to work with stakeholders (teamwork).
4. Be able to work under minimal supervision and maintain honesty and confidentiality.



PART 5: BID SUBMISSION

Please prepare and submit your proposal in accordance with the bid preparation and submission criteria provided in part 1 of this RFP. Acknowledge receipt of this email and confirm your firm's willingness and interest to respond to this Request for Proposal.

Deadline and Place of Submission of bids:

Sealed bids shall be submitted to IDI Knowledge Centre Building Makerere University at the reception, please sign a bid submission sheet provided at the reception.

The deadline for submission of responses to this RFP shall be **4pm on Wednesday 5th July 2023**.

Late bids shall not be accepted.

Your bid(s) should be addressed to the undersigned at the address below;

Shadia Namaganda

Procurement Manager

Infectious Diseases Institute — Knowledge Centre Building, Makerere University Main Campus

P.O. Box 22418 | Kampala | Uganda

Mobile: +256- (0)782240608.

Email: snamaganda@idi.co.ug

Canvassing or lobbying in relation to this RFP shall lead to automatic disqualification



PART 6: BID SUBMISSION SHEET

(Complete this form with all the requested details and submit it as the first page for your Proposal, with the documents requested above as attachments. Ensure that your Proposal is authorized in the signature block. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachment. If your Proposal is not authorized, it may be rejected).

Proposal addressed to:	
Date of Proposal:	
Subject of procurement:	

1. We offer to provide the said service in accordance with the terms and conditions stated in your Request for Proposal referenced above.
2. We confirm that we are eligible and meet the eligibility criteria specified in part 3:
3. We undertake to abide by the code of ethical conduct for bidders and providers during the procurement process execution of any resulting contract;
4. The validity period of our Proposal is _____ months from the time and date of the submission deadline.
5. We confirm that the fees quoted in the activity schedule are fixed and shall not be varied during the period of execution of services.
6. We confirm that our firm is not under any form of conflict of interest in responding to this Request for Proposal. We pledge to disclose any form of Conflict of Interest, real or perceived should a situation arise presenting this state.

Authorized for and on behalf of:

Company:

Name and position

Address:

Date: _____