



Request for Proposal (RFP)

Service Required:	Project CURES Final Evaluation
Submit Proposal to:	Tunisprocurement@fhi360.org
Date of Issue of RFP:	July 17 th , 2024
Date Questions from Supplier Due:	July 23 rd , 2024
Date Proposal Due:	July 26 th , 2024
Approximate Date Purchase Order Issued to Successful Bidder(s):	Early August, 2024

Method of Submittal:	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder agrees to hold the prices in its offer firm for 60 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP.	
Solicitation Number:	RQTUN241373

Attachments to RFP:

1. Attachment "A" – Statement of Work
2. Attachment "B" – Instructions to Bidders
3. All PO Terms and Conditions are listed on our website at: www.fhi360.org/potermis . (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A

Statement of Work

Program Background

The United States Government's Department of State provided Family Health International (FHI 360) a three-year award (September, 2021 – September 2024), agreement to work with the Sfax Faculty of Medicine (SFM) (Sfax Medical School – SMS), the Ministry of Higher Education and Scientific Research (MHESR), the Ministry of Health (MoH), and other relevant stakeholders to create a modern center of excellence for Non-Communicable Disease (NCD) research and simulation-based teaching through the establishment of the SFM Research and Simulation Center. Through the award, entitled “Tunisian Health Center for University Research Excellence and Sustainability” (CURES), FHI 360 was asked to renovate and equip the SFM research and simulation center, create linkages and partnerships with renowned U.S. research centers and universities, and support the commercialization of the center's research.

Objectives of the award include:

- Objective 1: To establish a research and simulation center at the SFM equipped with the resources and curriculum necessary to become a center of excellence for research on NCDs.
- Objective 2: To create partnerships and linkages between the SFM and American university research centers and universities to facilitate exchanges of information and experience focused on innovation and research.
- Objective 3: To establish commercially viable partnerships between the SFM and the private sector, both in Tunisia and internationally, to foster locally developed health sector technologies..

Objective, Tasks and Deliverables

Objective of the Consultancy:

FHI 360 is seeking the services of a consultancy firm to conduct a quantitative and qualitative evaluation and produce a report on the CURES project in Tunisia.

General objective

The systematic and timely evaluation of the CURES program and activities is an established priority of FHI 360. Evaluations focus on assessing the performance, achievements, quality and results of interventions in the context of a constantly evolving cooperation policy, with an increasing focus on results-based approaches and the contribution to the implementation of the project. From this

perspective, evaluations should seek evidence explaining why, if, and how the CURES project activities contributed to the achievement of these results and seek to identify factors that facilitated or hindered project progress and performance.

Specific objectives

1. To design and conduct an independent overall analysis of the performance of the "Tunisian Health Center for University Research Excellence and Sustainability" project, paying particular attention to its different levels of results in comparison with its expected objectives and indicators, and the reasons that explain these results.
2. To document the main lessons, conclusions and recommendations that result from it in order to improve current and future interventions.

The evaluation will assess the intervention(s) using the Organization for Economic Co-operation and Development's six standard evaluation criteria, namely: relevance, coherence, efficiency, effectiveness, sustainability, and impact prospects. The consultancy firm may suggest amending the questions as well as adding others of its choosing.

Specific Scope of Work

Once hired, the consultancy firm will conduct the following tasks:

1. Review and discuss concept note and instruments with CURES technical and MEL teams.
2. Attend briefing on scope of work, safeguarding policy and code of conduct. The consultancy firm shall sign the code of conduct and adhere to it.
3. Develop an evaluation protocol. The protocol should include:
 - Brief introduction and objectives of the study
 - Detailed methodology on the study design on how to carry out the proposed assessment in line with the details presented in the scope of work.
 - Details on the sampling frame, sampling techniques, and determined sample size.
 - Data collection procedures, data collection tools (focus group discussions, in-depth interviews, semi-structured surveys, and desk work), and specifics on data collection devices.
 - Data analysis plan (DAP).
 - Strategies for data quality assurance.
 - Strategies for data security.
 - Strategies for study monitoring.
 - Ethics strategy for protecting human subject data and safeguarding.
 - Work plan for all assessment expected deliverables.
4. Develop a work plan consisting of key milestones required for data collection.
5. Organize all logistics for field data collection teams, including transport, necessary allowance, monitoring, feedback, and communication plans.
6. Conduct data collection related to CURES indicators and evaluation questions.
7. Maintain communications with the CURES technical and MEL teams, local study site representatives, or other key stakeholders to ensure smooth and timely field work.
8. Liaise with the CURES technical and MEL teams on planning and implementation of the

- field activities.
9. Undertake active and ongoing supervision of data collection to ensure data quality.
 10. Translate and transcribe all interviews.
 11. Analyze the data.
 12. Produce, present, and submit an initial draft summary of key assessment findings by assessment inquiries in English.
 13. Produce a final report (in English) of the assessment, all the data collected with raw and electronic forms submitted to FHI 360.
 14. Present the findings during a validation workshop.

Methodology

The elements below will help to build a methodology.

The evaluation will attempt to provide answers to a list of key questions that relate to the objectives and expected results of the project.

These specific evaluation questions (EQ), as formulated below, are indicative; they help highlight the important aspects and ambitions of the project and provide a basis for the methodology. Where relevant, it is expected that the answers to the questions will be differentiated on the basis of gender, age, and type of beneficiary.

Following initial consultations and analysis of documents, the evaluation team will discuss with the CURES technical and MEL teams and will propose a complete and finalized set of evaluation questions. This set will include an indication of the specific judgement criteria and indicators, as well as the relevant sources and data collection tools.

- EQ1- To what extent did the project contribute to prevention and control of NCDs?
- EQ2- Have the project beneficiaries changed their perceptions of the project (i.e., ability to fulfill objectives) during its implementation? If so, r? If so to what extent?
- EQ3- To what extent do the results achieved correspond to the objectives and set indicators of the program over the period of performance? What are the reasons and factors for achieving and not achieving the objectives? What are the factors have favored/hindered the implementation of the project?

Study population and sampling.

- Department of State project Point of Contacts in Tunisia
- Contact point from the Ministry of Higher Education and Scientific Research
- Management team Sfax Medical School
- Management team university of Sfax
- Steering committee of the CURES project
- Managing committee of the simulation center
- Johns Hopkins University summer school alumni
- A representative sample of simulation center users (professors and students)



Timeline of Deliverables

The consultancy firm shall be responsible for following a timeline of activities and managing the implementation so that the timeline is adhered to, and the work completed in a timely manner. All deliverables outlined below will be subject to FHI 360 approval.

The assignment’s overall duration includes working days, weekends, production of deliverables, periods for comments, review of drafts, debriefings. Experts may work on Saturdays without prior agreement.

The firm will be expected to complete the following tasks/deliverable by the proposed dates listed below:

Key Deliverable	Proposed Timeline, 2024
Study protocol	August 12th
Data collection tools drafted	August 12th
Field work implementation plan	August 12th
Data collection - audio recording, demographic data, transcripts, and other supporting documents	August 16 th to August 23 rd
Field data collection report	August 23 rd
Preliminary codebook and analysis plan for review	August 26 th
Preliminary report outlines for review	August 26 th
Draft assessment findings report	August 30
Preliminary findings presentation outline for review	September 6 th
Final findings report and presentation	September 13 th

Staffing/Personnel Qualifications

- The consultancy firm's should propose a team with consultants possessing a at least a master's degree in public health, nutrition, social sciences, development and/or health background.
- The consultancy firm's team must be able to demonstrate skills in the following different areas of experience: public health, biomedical equipment engineering, health financing, planning, organization and management of health services, statistics, and quantitative methods, including the definition of a survey protocol and the conduct of surveys on the monitoring of equipment deliveries and beneficiary satisfaction and the analysis of their results.
- Interviewers and analysts must have demonstrable experience with multiple prior studies.
- The consultancy firm should have at least 7 years of documented work experience in conducting quantitative and qualitative research through in-depth interviews, focus group discussions and quantitative surveys.
- The consultancy firm must be able to present evidence of experience in conducting quantitative and qualitative analyses.
- The consultancy firm must be able to provide two or more examples of quantitative and qualitative analyses conducted and reports written.
- The consultancy firm must have experience of conducting research with health care providers and government sector offices (healthcare, women and social affairs, education).
- The consultancy firm must have experience conducting research on higher education and health issues.
- Experience with government structures from national to community level is a plus.
- The consultancy firm should have excellent documentation, reporting, and meeting facilitation skills.

Evaluation Criteria

No.	Criteria and Sub – Criteria	Score
1	Essential Criteria (failure on A or B will disqualify a firm)	
	A. Valid Business License (Patente)	Pass/Fail
	B. VAT Certificate	Pass/Fail
2	Specific experience of the consultant firm relevant to the assignment	50
	1. The consultant (as a firm) must have at least 7 years of practical work experience in the fields of higher education, health systems and stakeholder engagement.	10
	2. Client reference from at least three successful achievements in related studies.	10
	3. Experience on both qualitative and quantitative data analysis	10
	4. Experience in conducting baseline, mid-term, or final evaluations, on similar studies as well as experience in social research and analysis	10
	5. Experience in multi-sector higher education, health and social research methodologies and data collection and Good analytical skills and report writing experiences with international and national organizations	10
3	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference	20
	1. Technical approach and methodology	10
	2. Work plan	5
	3. Organization and staffing	5
4	Key Experts' Qualifications and Competence for the Assignment. The minimum qualification of the key experts should be Advanced Degree (master's or Ph.D.) And a complete CV of the proposed experts must be attached along with the proposal	30
	1. Higher education and research	15
	2. Public Health sector	15

Proposal Requirements

The Bidder's proposal shall include the following:

- (a) The solicitation number:
- (b) The date and time submitted:
- (c) The name, address, and telephone number of the Bidder (bidder) and authorized signature of same:
- (d) Validity period of Quote:
- (e) **Technical Application:** The total number of pages of the Concept Note/Technical Approach should not exceed 5 pages, using Times New Roman font 12 pt single spaced. The Concept Note must be submitted in English. Elements to be addressed in the concept note, which will be used to evaluate the consultancy firm and to later build the evaluation protocol, include:
 - 1. Background
 - 2. Evaluation Goals and Objectives
 - 3. Methods
 - 4. Data Collection
 - 5. Data Analysis Plan Summary
 - 6. Ethical Considerations
 - 7. Relevance of Findings
 - 8. Workplan with Timeline
- (f) Updated resumes/CVs of each team member involved in the forementioned services and deliverables, including relevant examples of research in Tunisia and/or the region.
- (g) A minimum of three references with contact information (email address and phone numbers), who can independently verify past relevant work and samples of previous submitted work.
- (h) Payment address or instructions (if different from mailing address)
- (i) Acknowledgment of solicitation amendments (if any)
- (j) **Pricing Instructions:** Please submit a summary and detailed quotation in TND for the entire period of performance and to include all service costs, labor costs, administrative fees, travel expenses. Pricing must include guaranteed firm fixed prices for services requested. FHI 360 is VAT exempt.



Information to be provided to the evaluation team:

FHI 360 will aid the consultancy firm by:

- Providing program documentation, including the project scope of work and quarterly reports and all other relevant documents.
- Reviewing and providing feedback on draft evaluation designs, data collection instruments, and the evaluation report.
- Sharing data used for performance monitoring. (Personal identifying information will be removed from any analyzable datasets.)
- Providing written responses to evaluation self-assessment questionnaires.
- Making staff available to answer questions related to the activity.
- Supporting the evaluation team in identifying and obtaining access to activity stakeholders, beneficiaries, and sites of operation.

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment “B” Instructions to Bidders

1. **Procurement Narrative Description:** The Buyer (FHI360) intends to purchase services identified in Attachment A. The Buyer intends to purchase the quantities services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and FHI360 does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Family Health International (FHI360)**, located at **Tanit Business Lac 2 Tunis**. FHI360 shall award the initial quantities and/or services and any option quantities (if exercised by FHI360) to Bidder by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.
3. **Proposal Requirements.** All Bidders will submit a quote/proposal which contains offers for all items and options included in this RFP. All information presented in the Bidders quote/proposal will be considered during FHI360’s evaluation. Failure to submit the information required in this RFP may result in Bidder’s offer being deemed non-responsive. Bidders are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach FHI360’s office designated in the RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the FHI360 office designated in the RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of FHI360 Procurement office. The Bidder’s proposal shall include the following:
4. **Questions Concerning the Procurement.** All questions in regard to this RFP to be directed to **Yosra Karoui** at this email address: Tunisprocurement@fhi360.org The cut-off date for questions is **July 23rd, 2024**.
5. **Notifications and Deliveries:** Time is of the essence for this procurement. Bidder shall deliver the services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFP. The Bidder shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Bidder.
8. **Payment Terms:** FHI360 Payments terms are Net 30 after receipt of invoice and once services have been completed. Payment can be made via wire transfer or other acceptable form. Bidders may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Bidders are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each deliverable will be reviewed prior to final acceptance of the service. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The FHI360 Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Bidder (bidder) whose offer conforms



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to the RFP will be most advantageous to FHI360, price and other factors considered. The award will be made to the Bidder representing the **best value** to the project and to FHI360. For the purpose of this RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. FHI360 intends to evaluate offers and award an Agreement without discussions with Bidders.

Therefore, the Bidder’s initial offer should contain the Bidder’s best terms from a price and technical standpoint. However, FHI360 reserves the right to conduct discussions if later determined by the FHI360 Procurement Officer to be necessary.

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates FHI360 to make an award, nor does it commit FHI360 to pay any costs incurred by the Bidder in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 60 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer FHI360 Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the FHI360’s Ethics Hotline at 1-800-318-7153, reporting via website at www.fhi360.org/anonreportregistry or by sending an e-mail to Compliance@fhi360.org. You may report a suspected violation anonymously.

Acceptance:

Bidder agrees, as evidenced by signature below, that the Bidder’s completed and signed solicitation, Bidder’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Bidder Company Name)*

Signature: _____

Title:

Date: