



USAID | ZAMBIA

FROM THE AMERICAN PEOPLE

Issue Date: November 19, 2009
Closing Date: December 7, 2009
Closing Time: 17:00PM, Zambian Time

SUBJECT: REQUEST FOR PROPOSAL (RFP) NO. 611-2009-05
USAID/ZAMBIA HIV/AIDS WORKPLACE PROGRAM

Dear Sir/Madam:

The United States Government, represented by the United States Agency for International Development (USAID) in Zambia is hereby seeking proposals from interested parties in providing services to review the current United States Government (USG) HIV/AIDS policy and implement an innovative HIV/AIDS workplace program. The successful bidder will be awarded a fixed price purchase order for the deliverables described in the attached proposed statement of work. If accepted, this purchase order will require the contractor to complete and deliver the specified tasks and/or products(s) within the final negotiated price.

If you are interested, please provide me with your proposal for accomplishing this work at your earliest opportunity, but no later than Monday, December 7, 2009. Your proposal should contain two sections in the following format:

Cost Proposal consisting of:

1. Your analysis of and detailed proposal for accomplishing the proposed scope of work.
2. A detailed description of technical activities to be executed to achieve the results included in the previous point.
3. Your proposed time schedule for accomplishing the work.

The attached proposed Scope of Work outlines what USAID expects to be addressed during the assistance, however, future minor adjustments might be incorporated. The final Scope of Work will be included in the official Purchase Order.

I would appreciate being notified immediately if you are unable and/or not interested at this time in submitting a proposal for this work.

This letter in no way obligates USAID to award you a contract nor does it commit the U.S. Government to pay any cost incurred in the preparation and submission of

the foregoing. Do not incur any expense or begin work until notified that a purchase order has been awarded, in writing, by the Executive Officer. Please refer any questions you may have to Lucky Mwaka, via telephone at 260-211-254303/6 or via email at lmwaka@usaid.gov, or myself.

Yours truly,

Jeff Sharp
Executive Officer

Attachments:

1. HIV/AIDS Workplace Program Scope of Work

STATEMENT OF WORK - USAID/ZAMBIA HIV/AIDS WORKPLACE PROGRAM

I. PURPOSE

The United States Agency for International Development (USAID) mission to Lusaka would like to improve the HIV/AIDS services to its employees through a new work place program. The mission is therefore soliciting services of a Zambian organization to review the current United States Government (USG) HIV/AIDS policy and implement an innovative HIV/AIDS workplace program to cater to for the needs of all U.S.G mission staff.

II. BACKGROUND

A. Country Context

HIV is a leading public health problem in Zambia. The prevalence of HIV in Zambia in the population between the ages of 15 and 49 is 14.3% (ZDHS, 2007).

The United States Government recognizes that the HIV/AIDS pandemic has placed a major challenge on all Zambians. In light of the severity of the epidemic, the scope of its impact in Zambia, and its devastating effect on Zambian workplaces, the U.S mission to Zambia comprising the State Department, United States Agency for International Development (USAID), Centers for Disease Control and Prevention (CDC), Department of Defense (DOD), and Peace Corps developed an HIV/AIDS policy and began implementing it in 2004.

B. Current Initiative

The current US mission workplace policy addresses HIV/AIDS in a positive, supportive and non-discriminatory manner and seeks to limit the spread and social economic and developmental consequences of HIV on all mission staff and their families. It is the policy of the U.S. government in Zambia that all mission employees and their spouses are provided

with clear and practical information on prevention of HIV/AIDS and proper care for those living with HIV/AIDS.

The U.S mission to Zambia has determined that the current HIV/AIDS policy needs to be revised to account for the changed context.

III. SCOPE OF WORK

A. Objectives

1. Review the existing U.S.G HIV/AIDS policy so that it remains relevant to the changing environment.
2. Make recommendation on new HIV/AIDS policy
3. Implement a work place program based on the approved revised policy

B. Tasks

B.1 Task # 1: Revised HIV/AIDS work place policy document which must include:

- Clear goal/s
- Clear objectives. Objectives may include, but not limited to:
 - a) a motivated and healthy workforce
 - b) broad-based decision making in matters related to HIV/AIDS,
 - c) raising the HIV/AIDS knowledge levels of employees and their dependants to the highest levels possible
 - d) providing preventive, curative and rehabilitative services to the employees and their immediate family
 - e) Mainstream the U.S.G HIV/AIDS activities into HIV/AIDS activities of the other developmental sectors to promote viable inter-sectoral collaboration (to engender synergy of skills, resources, and political influence necessary to promote allocate efficiency in the fight against AIDS)
- Program contents. Program contents may include, but not limited to the following:
 - f) Health education programs for workers and their families about HIV/AIDS
 - g) Peer education
 - h) On site voluntary counseling and testing for HIV and referral of co-workers requiring further investigation
 - i) Occupational Medical Services to treat minor ailments within the work place

- j) Occupational hygiene
- k) Support and Care for workers and families living with HIV/AIDS
- l) Condoms program
- m) IEC materials

Expected Deliverables

The offeror will provide the following deliverables:

- Draft work plan
- Draft of review findings
- Draft of revised policy

B.2 Task # 2: Implementation of the HIVAIDS program

- The contractor is required to describe the roles of various key actors in implementing the program contents. (Policies do fail. The commonest cause of failure is neglect of the context and actors and concentration on content alone, (Gilson and Walt, 1994)).
- The contractor is required to describe how the program is going to be implemented (implementation plan/work plans)
- Provide a cost proposal for implementing the revised work place program
- The contractor is required to describe principles which will guide program implementation. Principles may include but not limited to:
 - a) observance of fundamental human rights enshrined in the constitution
 - b) values such as honesty, accommodation, transparency, and fairness.
 - c) gender equity
- The contractor is required to provide a monitoring and evaluation plan, including input, process, output, and outcome indicators wherever appropriate

Expected Deliverables

The offeror will provide the following deliverables:

- Draft implementation plan
- Proposed sensitization plan
- Review of new policy impact

IV. PERFORMANCE PERIOD

- The award will be for an initial 2 year period subject to the availability of funds and performance. The contract may be renewed for further two years.

V. REPORTING REQUIREMENTS

- The contractor is required to submit quarterly reports. The reports will be based on the approved monitoring and evaluation plan.

VI. EVALUATION CRITERIA

The evaluation criteria establish the standards against which all technical proposals will be assessed. The percentage of total points indicates the relative importance of the criterion. To facilitate the review of proposals, offerors should develop the narrative body with the same sections in the same order as specified in the content section of the technical proposal instructions. While close adherence to these guidelines are necessary, it does not guarantee a successful review.

The specific evaluation criteria are as follows:

Technical Evaluation Criteria	Weight
Technical Approach	55 points
Organization capacity and past performance	15 points
Staffing and Key Personnel	20 points
Monitoring and Evaluation Plan	10 points
Total Possible Technical Evaluation Points	100

1. TECHNICAL APPROACH (55 POINTS)

- Demonstrates a thorough understanding of Zambia's socio-demographic and HIV/AIDS
- Proposes well conceived, well substantiated, and realistic technical approaches and activities to complete the tasks in the statement of work

2. ORGANIZATIONAL CAPACITY AND PAST PERFORMANCE (15 POINTS)

- Clear statement of the organization capacity and experience with work place programs in Zambia with evidence of such experience in at least three references
- Provision of latest audited financial report that must not be more than 3 years old.

3. STAFFING AND KEY PERSONNEL (20 POINTS)

- Describes the main technical and administrative functions and human resource structures to carry out these functions, with a depiction in an organogram and further explanation in the job descriptions of the key positions

- Identifies and justifies the selection of qualified candidates to fill the key positions and appropriate for this program

4. PERFORMANCE MANAGEMENT AND EVALUATION PLAN (10 POINTS)

- Demonstrates the ability and experience in effective management of HIV/AIDS workplace programs with one or more reputable organizations
- Describes systematic interventions to collect and report data

VII. PROPOSAL INSTRUCTIONS

Each offeror must submit a full proposal consisting of a technical proposal and a cost proposal. Both proposals must include a table of contents facilitating access to sections and ensuring ease of review.

Offerors must submit their full proposals to the location(s) by the date and time indicated in the cover letter that accompanies this RFQ. USAID/Zambia will review all proposals received by the deadline for responsiveness to the general, technical, and cost proposal instructions. USAID/Zambia will not review late, incomplete, or faxed proposals.

Each offeror should retain one copy of the full proposal. The individual signing the proposal must initial erasures and/or other changes.

VIII. PAYMENT TERMS

Payment will be made upon final submission and acceptance of the listed deliverables. Payments will be in four installments based on the following criteria:

- 1) 25 percent payment on completion and acceptance of the work plan;
- 2) 25 percent payment on completion draft review findings;
- 3) 25 percent payment based on completion draft revised HIV/AIDS work place policy; and
- 4) 25 percent of the payment on review and approval of draft implementation and sensitization plan

Note: Please provide your banking details to allow for electronic payments if award is made.