



REQUEST FOR PROPOSALS

**RFP-ZIM-GF-047a-2017 - HIV Grant -2017 Key Population MSM Sub-
Sub-Recipient
NAC - Global Fund funded HIV Grant
Zimbabwe**

National AIDS Council

27 October 2017

Section 1. Letter of Invitation

Zimbabwe
27 October 2017

Tender process for the selection of a Key Population MSM Sub-Sub-Recipient

Dear Sir/Madam:

National AIDS Council (NAC) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers (including Data Sheet)
- Section 3 – Terms of Reference
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form

Your offer, comprising of a Technical and Financial Proposals, in separate sealed envelopes, should be submitted in accordance with Section 2.

You are kindly requested to hand deliver your proposals to the following address:

National AIDS Council
100 Central Avenue
Harare, Zimbabwe

Attention: The Procurement Chairperson, NAC

The proposals should be received by NAC no later than 10:00 a.m. Harare Time, 10 November 2017. Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

NAC looks forward to receiving your Proposal and thanks you in advance for your interest in NAC procurement opportunities.

Yours sincerely,

Raymond Yekeye
Procurement Chairperson

Section 2: Instruction to Proposers

Definitions

- a) *“Contract”* refers to the agreement that will be signed by and between the NAC and the successful proposer, all the attached documents thereto, including the General Terms and Conditions (GTC) and the Appendices.
- b) *“Country”* refers to the country indicated in the Data Sheet.
- c) *“Data Sheet”* refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) *“Day”* refers to calendar day.
- e) *“Government”* refers to the Government of the country that will be receiving the services provided/rendered specified under the Contract.
- f) *“Instructions to Proposers”* refers to the complete set of documents that provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals
- g) *“LOI”* refers to the Letter of Invitation sent by NAC to Proposers.
- h) *“Material Deviation”* refers to any contents or characteristics of the proposal that is significantly different from an essential aspect or requirement of the RFP, and: (i) substantially alters the scope and quality of the requirements; (ii) limits the rights of NAC and/or the obligations of the offeror; and (iii) adversely impacts the fairness and principles of the procurement process, such as those that compromise the competitive position of other offerors.
- i) *“Proposal”* refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- j) *“Proposer”* refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by NAC through this RFP.
- k) *“RFP”* refers to the Request for Proposals consisting of instructions and references prepared by NAC for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- l) *“Services”* refers to the entire scope of tasks and deliverables requested by NAC under the RFP.
- m) *“Supplemental Information to the RFP”* refers to a written communication issued by NAC to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, at any time after the release of the RFP but before the deadline for the submission of Proposals.
- n) *“Terms of Reference”* (TOR) refers to the document included in this RFP which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the

proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

A. GENERAL

1. NAC hereby solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the rules and provisions stipulated in this RFP may be made or assumed unless it is instructed or approved in writing by NAC in the form of Supplemental Information to the RFP.
2. Submission of a Proposal shall be deemed as an acknowledgement by the Proposer that all obligations stipulated by this RFP will be met and, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and does not constitute or imply the acceptance of any Proposal by NAC. NAC is under no obligation to award a contract to any Proposer because of this RFP.
4. NAC implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. NAC is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against NAC as well as third parties involved in NAC activities.
5. In responding to this RFP, NAC requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold NAC's interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 5.1 Are or have been associated in the past, with a firm or any of its affiliates which have been engaged NAC to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;
 - 5.2 Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP;¹ or

¹ This does not apply to individuals who participated in the development of the Concept Note and subsequent Terms of Reference for the New Funding Model.

- 5.3 Are found to be in conflict for any other reason, as may be established by, or at the discretion of, NAC.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to NAC and seek NAC's confirmation on whether or not such conflict exists.

6. Similarly, the Proposers must disclose in their proposal their knowledge of the following:
 - 6.1 That they are owners, part-owners, officers, directors, controlling shareholders, or they have key personnel who are family of NAC staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and
 - 6.2 All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.

7. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to NAC's further evaluation and review of various factors such as being registered as an independent entity, the extent of Government ownership/share, receipt of subsidies, mandate, access to information in relation to this RFP, and others that may lead to undue advantage against other Proposers, and the eventual rejection of the Proposal.

B. CONTENTS OF PROPOSAL

8. Sections of Proposal

Proposers are required to complete, sign and submit the following documents:

- 8.1. Proposal Submission Cover Letter Form
- 8.2. Documents Establishing the Eligibility and Qualifications of the Proposer
- 8.3. Technical Proposal
- 8.4. Financial Proposal
- 8.5. Any attachments and/or appendices to the Proposal.

9. Clarification of Proposal

9.1 Proposers may request clarifications of any of the RFP documents prior to the proposal submission date. Any request for clarification must be sent in writing via courier or through electronic means to the NAC address indicated in the **Data Sheet** (DS no. 12). NAC will respond in writing, transmitted by electronic means and will transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.

9.2 NAC shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of NAC to extend the

submission date of the Proposals, unless NAC deems that such an extension is justified and necessary.

10. Amendment of Proposals

10.1 At any time prior to the deadline of Proposal submission, NAC may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in the **Data Sheet** (DS No. 13).

10.2 In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, NAC may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such an extension.

C. PREPARATION OF PROPOSALS

11. Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. NAC shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

12. Language

The Proposal, as well as any and all related correspondence exchanged by the Proposer and NAC, shall be written in the language (s) specified in the **Data Sheet** (DS No 4). Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the contractor and NAC.

13. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form provided in Section 4 of this RFP.

14. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet** (DS no. 22), the Proposer shall structure the Technical Proposal as follows:

- 14.1 Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP (see RFP clause 15 and DS No. 20 for further details). The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.
- 14.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer’s understanding of the assignment and respond to the Terms of Reference by identifying the specific components proposed and how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be sub-contracted to SSRs and other implementers (provide clear implementation plan) and how many as well as the associated cost; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract as specified in the **Data Sheet** (DS nos. 23 and 24).

Proposers must be fully aware that the products or services that NAC requires may be transferred, immediately or eventually, by NAC to the Government partners, or to an entity nominated by the latter, in accordance with NAC’s policies and procedures. All proposers are therefore required to submit the following in their proposals:

- a) A statement of whether any import or export licences are required in respect of the goods to be purchased or services to be rendered, including any restrictions in the country of origin, use or dual use nature of the goods or services, including any disposition to end users; and
 - b) Confirmation that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.
- 14.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to NAC that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, NAC reserves the right to consider the

proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with NAC's acceptance of the justification for substitution, and NAC's approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

15. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form (Section 7). It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

16. Currencies

All prices shall be quoted in the currency indicated in the **Data Sheet** (DS no. 11). However, where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:

- a) NAC will convert the currency quoted in the Proposal into the NAC preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and
- b) In the event that the proposal found to be the most responsive to the RFP requirement is quoted in another currency different from the preferred currency as per **Data Sheet** (DS no. 11), then NAC shall reserve the right to award the contract in the currency of NAC's preference, using the conversion method specified above.

Proposals submitted by two (2) or more Proposers shall all be rejected if they are found to have any of the following:

- a) they have at least one controlling partner, director or shareholder in common; or
- b) any one of them receive or have received any direct or indirect subsidy from the other/s; or
- c) they have the same legal representative for purposes of this RFP; or
- d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Proposer regarding this RFP process;
- e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Proposer; or
- f) an expert proposed to be in the team of one Proposer participates in more than one Proposal received for this RFP process. This condition does not apply to subcontractors being included in more than one Proposal.

18. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided under Section 5, Proposer Information Forms. In order to award a contract to a Proposer, its qualifications must be documented to NAC's satisfaction. These include, but are not limited to, the following:

- a) That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of final destination;
- b) That the Proposer has the financial, technical, and production capability necessary to perform the Contract; and
- c) That, to the best of the Proposer's knowledge, it is not included in the State Procurement Board's list of suspended and removed vendors.

19. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, and this shall be duly evidenced by a duly notarized Agreement among the legal entities, which shall be submitted along with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between NAC and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to NAC, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of NAC. Furthermore, neither the lead entity nor the member entities of the joint venture can:

- a) Submit another proposal, either in its own capacity; nor
- b) As a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the

joint venture shall be subject to the eligibility and qualification assessment by NAC.

Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

- a) Those that were undertaken together by the joint venture; and
- b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

If a joint venture's Proposal is determined by NAC as the most responsive Proposal that offers the best value for money, NAC shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

20. Alternative Proposals

Unless otherwise specified in the **Data Sheet** (DS nos. 5 and 6), alternative proposals shall not be considered. Where the conditions for its acceptance are met, or justifications are clearly established, NAC reserves the right to award a contract based on an alternative proposal.

21. Validity Period

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 7), commencing on the submission deadline date also indicated in the **Data Sheet** (DS no. 16). A Proposal valid for a shorter period shall be immediately rejected by NAC and rendered non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, NAC may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

D. SUBMISSION AND OPENING OF PROPOSALS

22. Submission

- 23.1 The Financial Proposal and the Technical Proposal Envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope MUST clearly indicate the name of the Proposer. The outer envelopes shall bear the address of NAC as specified in the **Data Sheet** (DS no. 15) and shall include the Proposer’s name and address, as well as a warning that state “*not to be opened before the time and date for proposal opening*” as specified in the **Data Sheet** (DS no. 18). The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labelling by the Proposer.
- 22.2 Proposers must submit their Proposals in the manner specified in the **Data Sheet** (DS nos. 17). When the Proposals are expected to be in transit for more than 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with NAC’s deadline for submission. NAC shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has physically arrived at the NAC premises indicated in the **Data Sheet** (DS no. 15).
- 22.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as “Original Proposal” and “Copy of Proposal” as appropriate. The 2 envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS No. 14). In the event of any discrepancy between the contents of the “Original Proposal” and the “Copy of Proposal”, the contents of the original shall govern. The original version of the Proposal shall be signed or initialled by the Proposer or person(s) duly authorized to commit the Proposer on every page. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the firm, or a Power of Attorney, accompanying the Proposal.
- 22.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Contract Terms and Conditions of NAC.

23. Deadline for Submission of Proposals and Late Proposals

Proposals must be received by NAC at the address and no later than the date and time specified in the **Data Sheet** (DS nos. 15 and 16).

NAC shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by NAC after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

24. Withdrawal, Substitution, and Modification of Proposals

- 24.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by NAC, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The Proposer shall assume the responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the set of information furnished by NAC.
- 24.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 23.1, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by NAC prior to the deadline for submission and submitted in accordance with RFP Clause 23.1 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".
- 24.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.
- 24.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

25. Proposal Opening

NAC will open the Proposals in the presence of an ad-hoc committee formed by NAC of at least two (2) members.

The Proposers' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as NAC may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

26. Confidentiality

Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.

Any effort by a Proposer to influence NAC in the examination, evaluation and comparison of the Proposals or contract award decisions may, at NAC's decision, result in the rejection of its Proposal.

In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with NAC for a debriefing. The purpose of the debriefing is discussing the strengths and weaknesses of the

Proposer's submission, in order to assist the Proposer in improving the proposals presented to NAC. The content of other proposals and how they compare to the Proposer's submission shall not be discussed.

E. EVALUATION OF PROPOSALS

27. Preliminary Examination of Proposals

NAC shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, whether or not the Proposer is in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in SPB's list of suspended and removed vendors, and whether the Proposals are generally in order, among other indicators that may be used at this stage. NAC may reject any Proposal at this stage.

28. Evaluation of Proposals

28.1 NAC shall examine the Proposal to confirm that all terms and conditions under the NAC General Terms and Conditions and Special Conditions have been accepted by the Proposer without any deviation or reservation.

28.2 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 26). Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP particularly the demands of the Terms of Reference, which also means that it fails to achieve the minimum technical score indicated in the **Data Sheet** (DS no. 19). Absolutely no changes may be made by NAC in the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 26) after all Proposals have been received. If applicants achieve the minimum technical score in the first stage, they will then proceed to the capacity assessment state in the second stage.

28.3 In the third and final stage, only the Financial Proposals of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS No. 19).

When the Data Sheet specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

$$\begin{array}{r} \text{(TP Rating) x (Weight of TP, e.g. 70\%)} \\ + \text{(FP Rating) x (Weight of FP, e.g., 30\%)} \\ \hline \textbf{Total Combined and Final Rating of the Proposal} \end{array}$$

28.4 NAC reserves the right to undertake a post-qualification exercise aimed at determining, to its satisfaction the validity of the information provided by the Proposer. Such post-qualification shall be fully documented and, among those that may be listed in the **Data Sheet** (DS No. 27), may include, but need not be limited to, all or any combination of the following:

- a) Verification of accuracy, correctness and authenticity of information provided by the Proposer on the legal, technical and financial documents submitted;
- b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- c) Inquiry and reference checking with Government entities with jurisdiction on the Proposer, or any other entity that may have done business with the Proposer;
- d) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed;
- e) Physical inspection of the Proposer's offices, branches or other places where business transpires, with or without notice to the Proposer;
- f) Quality assessment of ongoing and completed outputs, works and activities similar to the requirements of NAC, where available; and
- g) Other means that NAC may deem appropriate, at any stage within the selection process, prior to awarding the contract.

29. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, NAC may, at its discretion, ask any Proposer for a clarification of its Proposal.

NAC's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by NAC in the evaluation of the Proposals, in accordance with RFP Clause 31.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by NAC, shall not be considered during the review and evaluation of the Proposals.

30. Responsiveness of Proposal

NAC's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself.

A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.

If a Proposal is not substantially responsive, it shall be rejected by NAC and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

31. Nonconformities, Repairable Errors and Omissions

Provided that a Proposal is substantially responsive, NAC may waive any non-conformities or omissions in the Proposal that, in the opinion of NAC, do not constitute a material deviation.

Provided that a Proposal is substantially responsive, NAC may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

Provided that the Proposal is substantially responsive, NAC shall correct arithmetical errors as follows:

- a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of NAC there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the sub totals shall prevail and the total shall be corrected; and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

If the Proposer does not accept the correction of errors made by NAC, its Proposal shall be rejected.

F. AWARD OF CONTRACT

32. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

NAC reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for NAC's action. Furthermore, NAC shall not be obliged to award the contract to the lowest price offer.

NAC shall also verify, and immediately reject their respective Proposal, if the Proposers are found to appear in the SPB's list of suspended or removed vendors.

33. Award Criteria

Prior to expiration of the period of proposal validity, NAC shall award the contract to the qualified Proposer with the highest total score based on the evaluation method indicated in the **Data Sheet** (DS nos. 19 and 26).

34. Right to Vary Requirements at the Time of Award

At the time of award of Contract, NAC reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

35. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to NAC.

Failure of the successful Proposer to comply with the requirement of RFP Clause 34 and this provision shall constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security if any, and on which event, NAC may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

36. Bank Guarantee for Advanced Payment

Except when the interests of NAC so require, it is the NAC's preference to make no advanced payment(s) on contracts (i.e., payments without having received any outputs). In the event that the Proposer requires an advanced payment upon contract signature, and if such request is duly accepted by NAC, and the said advanced payment exceeds 20% of the total proposal price, or exceed the amount of USD 30,000, NAC shall require the Proposer to submit a Bank Guarantee in the same amount as the advanced payment. A bank guarantee for advanced payment shall be furnished in the form provided in Section 9.

37. Vendor Protest

NAC's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. In the event that a Proposer believes that it was not treated fairly.

Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instructions to Proposers, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall govern.

DS No.	Cross Ref. to Instructions	Data	Specific Instructions / Requirements
1		Project Title:	RFP-ZIM-GF-047b-2017 - HIV Grant -2017 Key Population MSM Sub-Sub-Recipient
2		Title of Services/Work:	Acting as Sub-Sub-Recipient to support implementation of approved MSM activities under the HIV grant as outlined under the 2018-2020 Funding Request Proposal to the Global Fund
3		Country / Region of Work Location:	Zimbabwe
4	C.13	Language of the Proposal:	<input checked="" type="checkbox"/> English
5	C.20	Conditions for Submitting Proposals for Parts or sub-parts of the TOR	<input checked="" type="checkbox"/> Allowed
6	C.20	Conditions for Submitting Alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered

7	C.21	Period of Proposal Validity commencing on the submission date	<input checked="" type="checkbox"/> 120 days
8		Advanced Payment upon signing of contract	<input checked="" type="checkbox"/> Not allowed
9		Liquidated Damages	<input checked="" type="checkbox"/> Will not be imposed
10	F.37	Performance Security	<input checked="" type="checkbox"/> Not Required
11	C.17, C.17 b)	Preferred Currency of Proposal and Method for Currency conversion	<input checked="" type="checkbox"/> United States Dollars (US\$)
12	B.10.1	Contact Details for submitting clarifications/questions ³	PSM Team ryekeye@nac.org.zw , ampofu@nac.org.zw NAC Secretariat secretariat@nac.org.zw
13	B.11.1	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	<input checked="" type="checkbox"/> Direct communication to prospective Proposers by email, and posting on the NAC website.

² Surety bonds or other instruments issued by non-bank Financial Institutions are least preferred by NAC. Unless stated otherwise, they shall be considered unacceptable to NAC.

³ This contact person and address is officially designated by NAC. If inquiries are sent to other person/s or address/es, even if they are NAC staff, NAC shall have no obligation to respond nor can NAC confirm that the query was officially received.

14	D.23.3	No. of copies of Proposal that must be submitted [if transmitted by courier/ Hand delivered]	Original: 1 Copies: 2
15	D.23.1 D.23.2 D.24	Proposal Submission Address	<p>Submission of quotes by courier service/hand delivery:</p> <p>Your offer should be deposited into the NAC <u>Tender Box</u> located at the Reception, 100 Central Avenue no later than 10 November 2017 by 10:00 a.m. Harare local time.</p> <p>National AIDS Council 100 Central Avenue, Harare, Zimbabwe ATTENTION: BID OPENING COMMITTEE SEALED BID NO: RFP-ZIM-GF-047b-2017 - HIV Grant -2017 Key Population MSM Sub-Recipient DEADLINE: 10 November 2017 by 10:00 a.m. Harare local time.</p> <p>NOT TO BE OPENED BY REGISTRY</p>
16	C.21 D.24	Deadline of Submission	Date and Time: 10 November 2017 by 10:00 a.m. Harare local time.
17	D.23.2	Allowable Manner of Submitting Proposals	<input checked="" type="checkbox"/> Courier/Hand Delivery
18	D.23.1	Date, time and venue for opening of Proposals	<p>Date and Time: 10 November 2017, 12:00 p.m., local Harare time</p> <p>Venue: National AIDS Council 100 Central Avenue Harare, Zimbabwe</p>
19	E.29.2 E.29.3 F.34	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70% .

20	C.15.1	Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)	<input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages , including printed brochures and product catalogues relevant to the goods/services being procured <input checked="" type="checkbox"/> Members of the Governing Board and their Designations duly certified by the Corporate Secretary, or its equivalent document if Bidder is not a corporation <input checked="" type="checkbox"/> Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder <input checked="" type="checkbox"/> Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation, if any <input checked="" type="checkbox"/> Trade name registration papers, if applicable <input checked="" type="checkbox"/> Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country <input checked="" type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any <input checked="" type="checkbox"/> Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report <input checked="" type="checkbox"/> List of Bank References (Name of Bank, Location, Contact Person and Contact Details) <input checked="" type="checkbox"/> All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
21		Other documents that may be Submitted to Establish Eligibility	N/A
22	C.15	Structure of the Technical Proposal (<i>only if different from the provided template</i>)	N/A
23	C.15.2	Latest Expected date for commencement of Agreement	1 January 2018
24	C.15.2	Expected duration of Agreement (Target Commencement Date and Completion Date)	1 January 2018 - 31 December 2020

25		NAC will award the contract to:	<input checked="" type="checkbox"/> One Proposer only
26	E.29.2 F.34	Criteria for the Award of Contract and Evaluation of Proposals	(See Technical and Financial Evaluation Criteria. Award based on highest cumulative Tech-Fin score
27	E.29.4	Post-Qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed; <input checked="" type="checkbox"/> Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder; <input checked="" type="checkbox"/> Others
28		Conditions for Determining Contract Effectivity	<input type="checkbox"/> Others <i>Signing of the contract by NAC and Awardee plus written declaration by the Awardee that she shall commence performance on the agreed start date.</i>
29		Other Information Related to the RFP	

Technical evaluation criteria

All applicants will be scored using the following criteria: The first stage of the evaluation is the technical evaluation, with a total score of 800 points. Please note that only those bidders who meet 70% (560 points) overall of the technical evaluation, will have their financial proposals considered. The Financial Evaluation attracts 300 points and carries 30% weight. The combination of the technical and financial proposals will determine the overall best bidder for consideration as SSR for the Key Population activities.

Please note that there are four sections in the technical evaluation criteria. The minimum score required for each section is 50%. Where a bidder scores less than 50% in any of the four areas, this will disqualify the bidder from progressing to the next stage of the evaluation process regardless of the overall total.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable	Required Minimum pass mark for each Category
1.	Expertise of Firm / Organization	31.25%	250	125
2.	Proposed Methodology, Approach and Implementation Plan	31.25%	250	125
3.	Management Structure and Key Personnel	25%	200	100
4.	Capacity Assessment	12.5%	100	50
Total			800	

Technical Proposal Evaluation Form 1			Points obtainable
Expertise of the Firm/Organization			
1.1	Reputation of Organization and Staff /Credibility / Reliability / Industry Standing with focus on HIV interventions, preferably with Key Population.		40
	- registered under relevant laws of Zimbabwe complying with all national laws and regulations	10	
	- allowed to work throughout Zimbabwe	10	
	- able to enter an agreement with NAC	10	
	- able to receive funds from outside the country within the Zimbabwean government's purview.	10	
1.2	General Organizational Capability which is likely to affect implementation		150
	- functioned for at least five years in Zimbabwe with demonstrated strong programme management capacity with focus on HIV interventions for MSM Key Populations. (20 Points will be awarded for 5 years' experience and above and zero point for less than 5 years' experience)	20	
	- Evidence of demonstrated experience working with high-level government, national and international agencies (including UN agencies) and donors, capable to advocate effectively for MSM Key Populations intervention at the national level. (Fully meet	10	

	requirements will attract 10 points; 5 points to awarded to bidders who have only working experience with Government of Zimbabwe or UN; Zero points if bidders have no experience with Government of Zimbabwe or the UN system)		
	- Proof of sufficient programme management capacity with adequate national systems and project management controls in place throughout the country	10	
	- Evidence of good track record of timely and results-based implementation of projects	10	
	- Proof of overall capacity building experience, preferably with Key population (including building their capacity in the following functional areas: Finance and administration, human resources, procurement and HIV service delivery, advocacy, research and monitoring and evaluation), preferably with Key population NGO/CSO (Full point will be awarded to bidders who satisfy all the criteria requirement; the points will decrease by 2 points if one of the mentioned criteria is not mentioned).	10	
	- Evidence/proof of sound financial management system in place that should include system to: 1. Correctly record all transactions and balances, including those to be supported by the Global Fund; 2. Support the preparation of regular, reliable financial statements; 3. Management of cash; 4. Dedicated bank account; 5. Safeguard property funded under the programme; and 6. Are subject to acceptable auditing arrangements (each of the above 6 evaluation criteria carry equal points)	15	
	Audited financial statement by independent Auditor that could prove SSR financial stability and project financing capacity and ability to support key positions and organizational functions not related to the proposed programme activities (Attached a more recent audited financial statement).	15	
	- Robust monitoring and evaluation system that collect and record national programmatic data with appropriate quality control measures; support the preparation of regular and reliable programmatic reports; and make data available for evaluation and other studies - Effective human resource policies and procedures. - Effective asset management system to safeguard grant assets.	40	
1.3	Demonstrated ability to advocate government (Cabinet, parliament, etc.), donors, CSO, etc. to create enabling environment for implementation of Key Population activities		20
1.4	Experience in carrying out Global Fund activities or contractors providing goods and services is an asset		10
1.5	Quality assurance procedures, warranty, internal control systems, conflict of interest, accountability, transparency and risk management framework/policies, transparent decision-making. (Maximum points of 25 will be given to bidders with third-party certification for related services (QMPS and ISO 9001). Bidders who have no third party-party certification and can		30

	prove that they have strong quality assurance mechanisms systems or policy in place will be awarded 70% of the maximum points).		
Total Part 1			250

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	20
2.2	Have the important aspects of the task been addressed in sufficient detail?	40
2.3	Are the different components of the project adequately weighted relative to one another?	10
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	15
2.5	Is the conceptual framework adopted appropriate for the task?	30
2.6	Is the scope of task well defined and does it correspond to the TOR?	50
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
2.8	Is there a realistic proposal of counterpart funding and source?	10
2.9	Has the bidder proposed a coordination mechanism and how does this align to the national coordination mechanisms for the national response and how will these mechanisms effectively ensure smooth implementation of Key Population activities	10
2.10	Are the proposed measures by the bidder to mitigate the risk of implementing the grant respond adequately to the risks identified by the GF and how realistic and effective are these measures?	15
Total Part 2		250

Technical Proposal Evaluation Form 3		Points Obtainable
Management Structure and Key Personnel		
3.1	Management Structure proposed for programme implementation	50
3.1.1	Satisfactory proposed structure for SSR will attract max 30 points	30
3.1.2	Satisfactory proposed structure for other implementers for the implementation of the activities will attract 20 points	20
3.2	Key Personnel Adequate health care expertise (relating to HIV and AIDS, tuberculosis and/or malaria) and cross-functional expertise (finance, legal, M&E)	100
3.2.1	General qualification/experience of Task Manager (e.g. Executive Director, Chief Executive). (Attract full score of 50)	50

Technical Proposal Evaluation Form 3		Points Obtainable
Management Structure and Key Personnel		
3.1	Management Structure proposed for programme implementation	50
3.1.1	Satisfactory proposed structure for SR will attract max 30 points	30
3.1.2	Satisfactory proposed structure for SSRs and other implementers for the implementation of the activities will attract 20 points	20
3.2	Key Personnel Adequate health care expertise (relating to HIV and AIDS, tuberculosis and/or malaria) and cross-functional expertise (finance, legal, M&E)	100
		24

3.2.1	General qualification/experience of Task Manager (e.g. Executive Director, Chief Executive). (Attract full score of 50)	50	
3.2.2	General qualification/experience of Senior Expert (e.g. Programme/Technical Director) Attract a full score of 50, detailed as follows: Finance Master degree in Finance with 3 years' relevant experience (full score is 10) no Master zero score, no 3-years relevant experience Zero score Legal Master degree in Law with 3 years' relevant experience (full score is 10) no Master zero score, no 3 years' relevant experience Zero score M&E Master/Diploma/certificate degree in Finance with 3 years' relevant experience (full score is 10) no Master/certificate/Diploma zero score, no 3 years' relevant experience Zero score	50	
3.2.3	Composition of Proposed Team for Programme Implementation		50
	Total Part 3		200

SR Capacity Assessment		Points Obtainable
Form 4		
Management Structure and Key Personnel		
4.1	Capacity to Perform functions as an SR and Manage and coordinate the Global Fund Grant as per set guidelines to achieve Grant Objectives	20
4.2	Demonstration of Management Capacities to implement and Manage SSR program activities for timely program implementation and resource management by SSR.	15
4.3	Demonstration of core operational capacities in program and financial management context	15
4.4	Demonstrated Capacity Development Initiatives/activities done or planned to bridge any performance gaps	10
4.5	Governance, Financial and Programme Management Systems in place	20
4.6	Monitoring and Evaluation Systems in place	20
	Total Part 4	100

Section 3: Terms of Reference (TOR) MSM

A. *Project Title*

Implementation of the Zimbabwe Global Fund HIV grant to contribute to the “Zimbabwean National Strategy Plan of “Commitment towards fast tracking 90-90-90 targets by 2020 and ending AIDS by 2030” (the ‘Project’).

NAC is seeking for a registered institution in Zimbabwe with demonstrated experience to serve as a Sub-Sub Recipient to coordinate and manage the implementation of the Key Population activities of the new Global Fund grant (2018-2020) as outlined in this RFP.

3.1. Project Description of key Populations (MSM)

Overview of the HIV Epidemic in Zimbabwe

Zimbabwe has an estimated 1.4 million people living with HIV (PLHIV), 1.2 million of whom are between the ages of 15 and 64. Adult HIV prevalence has steadily decreased over the last ten years, declining from 18.1% in 2005 to 13.8% in 2015 (Figure 1). Prevalence among children (0-14) is estimated at 1.6%. While the epidemic has declined among both men and women (15-49), women continue to bear disproportionate burden with prevalence levels of 16.7% compared to 10.5% among men in 2015. The same gender disparity is true for new infections, where women have an HIV incidence of 0.67%, compared to 0.28% among men (15-49).

Spatial Distribution of HIV Prevalence: HIV prevalence varies substantially by region and by district. The findings of the 2015 Zimbabwe Demographic and Health Survey (ZDHS) shows that Matabeleland South has the greatest burden, with adult prevalence of 21.5%. Comparatively, Manicaland has the lowest prevalence at 10.5%. Manicaland has, however, high estimated incidence, making it an important region to focus prevention efforts.¹ Zimbabwe’s 2015 Hot Spot Analysis helps explain these variations by overlaying HIV prevalence data with epidemic drivers such as STI prevalence, teenage pregnancy and condom knowledge, to create risk profiles for each district. The analysis shows that all districts of Matabeleland South as well as Bulawayo, Bubi, Nkayi, Mazowe and Marondera are HIV risk hotspots.

Vertical Transmission Estimates: Recent vertical transmission estimates show that considerable progress has been made, with the early 2016/2017 data indicating 5.2% transmission at 18 months. This is a demonstration of a significant decline from 30% in 2009. This early data suggests that Zimbabwe has the potential to achieve the international threshold for virtual elimination of vertical transmission (eMTCT) (<5% at 18 months), if strategic investments are sustained over the next three years. The Government of Zimbabwe has made a commitment to get to validation of eMTCT of both HIV and syphilis. However, early infant diagnosis (EID) remains a challenge, with EID by 6 weeks among HIV-exposed infants estimated as low as 45%. Linkages to TB services for exposed infants are also a persistent challenge, and better integration is required to improve this aspect of Zimbabwe’s response.

Zimbabwe’s modes of transmission study (ongoing) shows that the greatest number of new infections – more than 16,000 a year – occur among never married women. Adolescent girls and young women (AGYW) experience dramatically disproportionate burden and risk factors. For example, young women (20-24) have HIV prevalence 2.78 times greater than their male peers. 17.1% of women aged 15-19 who had sex in the last year did so with a partner that was ten or more years older (up from 15.2% in 2010 and

7.5% in 2005). Further, 41% of girls report sexual debut before 18 years as unwanted and rates of transactional sex are high, and increasing. The HIV prevalence among young women (18-24) with two or more transactional sex partners in the last six months is estimated at 32%, compared to 10% among those who have never had transactional sex. Interventions which address the social and structural factors that fuel intergenerational, forced and/or transactional sex - particularly gender inequality and sexual and gender-based violence (GBV) - are critical for preventing HIV among AGYW. Given that less than half of young people in Zimbabwe are knowledgeable about HIV prevention methods (46% among women and 47% among men), improved Comprehensive Sexuality Education (CSE) is also critical.

HIV sub-epidemics among other key and vulnerable populations in Zimbabwe also signal the need for a more targeted response. Preliminary results from the modes of transmission study show nearly 4000 new HIV infections a year among female sex workers (with a prevalence around 57.1%) and nearly 2000 new infections each year among men who have sex with men (MSM) (with a prevalence of about 23.5%). HIV prevalence among the wider LGBT community has been linked to risks associated with forced sex, a key gender-related consideration. People with disabilities are twice as likely to self-report having HIV as those without disabilities. Among prisoners, HIV prevalence is estimated at 28% in 2015 (26.8% among male detainees and 39% among female detainees). Criminalization, stigmatization and marginalization drive both higher rates of infection and lower uptake of services. Indeed, the 2014 PLHIV Stigma Index found that 90.8% of sex workers, 77.8% of MSM, 64.5% of people with disabilities and 100% of prisoners reported experiencing stigma and discrimination. Interventions for Key Populations must include activities to remove human rights barriers to access, creating more enabling environments to scale HIV services.

Though prevention gaps persist, the treatment cascade in Zimbabwe suggests the country is on track to achieve the 90-90-90 targets if current investments are sustained and strategies to scale-up testing uptake are explored, particularly among young people, men and key and vulnerable populations. As of 2016, 74.2% of all PLHIV know their status, 86.8% of those are on treatment (translating to 909,508 people as of 2016) and 86.5% of people on treatment are virally suppressed. Although the country has achieved high treatment coverage, issues of quality and retention in care remain a challenge. Investments in treatment, care and support must respond to these gaps.

National and provincial-level 90-90-90 analyses clearly indicate that the largest “leak” in Zimbabwe’s treatment cascade is ensuring that PLHIV know their HIV status. Therefore, strategies to increase testing are a key focus of this project. Removing stigma and other human rights barriers to accessing HIV testing services (HTS) are critical considerations.

Progress towards 90-90-90 among adolescents and young people in Zimbabwe is distinctly lagging compared to the adult population cascade. This is largely driven by a significant gap in achieving the first 90; among young people aged 15-24, just 52% know their HIV status. Further, the ZIMPHIA survey results indicate that prevalence of viral load suppression is markedly lower among youth aged 15-24, at 48.6% among HIV-positive females and 40.2% among HIV-positive males.

Treatment cascades for sex workers also reveal significant gaps that are particularly pronounced for young sex workers (<25 years of age). While gaps exist across the cascade for sex workers of all ages, young HIV-positive sex workers require urgent attention given that only 21% access treatment.

NAC as SR for the HIV/AIDS grant is looking for experienced SSR and IPs to support the implementation of the Key Populations component of the 3-year (2018-2020) Global Fund funded grant.

Brief description of the Key Population interventions

The Key Population programme in Zimbabwe for this assignment focuses on two main interventions, namely, Sex Workers (SWs) and men having sex with men (MSM). The sex workers' intervention centers on a program of peer-education supported by a strong clinical service that is tailor made for sex workers and provided in a sex worker-friendly environment. This is a comprehensive package of care based on the international guidance for implementing comprehensive HIV/STI programmes with sex workers (the "SWIT"). Similarly, the MSM supports the provision of a comprehensive package (emphasizing interventions that address stigma, discrimination, violence and advocacy for law and policy reform), through trained and supported peer-educators. This is in line with international guidance for implementing comprehensive HIV/STI programmes with men who have sex with men (the "MSMIT").

The intervention for MSM centers on expanding the quality of care by providing differentiated models of outreach (moonlight hours, peer educator outreach, fixed sites, etc.). Quality of care will also be improved by enhanced learning on how to scale MSM programs for greater coverage and impact, which also harnesses good practice from the region to enable greater scale up and impact in Zimbabwe. The scale up proposed under the MSM program with the support from Global Fund is significant to facilitate networks of Key Populations, aim to increase program reach from approximately 5000 at baseline (2017) to 7000 in 2018, 8500 in 2019 and 10,000 by 2020.

The Key Population activities are essential, both for enabling the rapid scale up of program coverage, and for ensuring quality of care that is Key Population-friendly and Key Population-led. The proposed Key Population intervention is based on a good-practice model from Kenya which has been shown to catalyze key populations programs in that country.

Rationale of the Assignment

As Sub Recipient (SR) of the Global Fund funded HIV grant in Zimbabwe, NAC engages national and local counterparts, known as Sub-Sub Recipients (SSR), to support the implementation of Project activities. The engagement of government agencies and national/local non-governmental organizations as SSRs is crucial to the successful implementation of the project, the strengthening of national systems and capacities, the promotion of country ownership and the long-term sustainability of the programmes. National/local organizations often possess expert knowledge about local conditions and specialized technical skills that can dramatically enhance the impact of the HIV programme funded by the Global Fund and the national programmes.

Through this RFP, NAC seeks to engage SSR and up to (2) IPs to be responsible partners to **coordinate and manage** the implementation of the MSM Key Population component of the Global Fund-financed HIV grant. Once engaged by NAC, the selected SSR and IPs (2) will be responsible for **coordinating and managing** the programme activities and achieve outputs within the agreed budget and work plan, programme results as detailed in the Performance Framework and ensure effective and efficient use and oversight of the grant resources. The implementation of the grant will be pursuant to the Terms and Conditions of the Sub-Sub Recipient Agreement

NAC is now seeking a new SSR and 2 IPs to coordinate and manage the implementation of the MSM Key Population component of the HIV grant activities outlined under the 2018-2020 Global Fund approved Funding Request. The SSR will implement MSM activities with 2 IPs for the Northern and Southern Region of Zimbabwe.

2. Scope of Work and Responsibilities

The Key Population MSM Sub-Sub Recipient (SSR) may select Implementing Partners (IPs) that they will work with to implement this component of the project; SSRs/partners who have active programmes in the country to strengthen networks of PLHIV; institutional capacity building; provision of care and support; and working with Key Population, supporting the removal of stigma and other human rights barriers to accessing HIV testing services (HTS) are critical considerations specifically as defined by the Global Fund and articulated in the Funding Request. The selected SSR and its IPs will support national efforts to address critical gaps in the national response to achieve universal access to HIV prevention, treatment, care and support, with focus on Key Population.

Overall objectives

The overall objectives of the Global Fund financed HIV programme is to contribute to the achievement of the goals, objectives and results of the Zimbabwe National AIDS Strategic Plan (ZNASP III).

Goals

Improved wellbeing and healthy lives for all population groups through universal access to HIV prevention, treatment, care and support services.

Specific objectives

- To reduce HIV incidence among adults and adolescents by 50% from 0.48% in 2013 to 0.24 % by 2020
- To reduce new HIV infections among children to less than 50 cases per 100 000 by 2020
- To reduce HIV/AIDS-related mortality by 50% for both adults and children by 2020

Impact Results

- Reduced HIV incidence among adults and adolescents by 90% by 2020
- Reduced new HIV infections among children by 90% by 2020
- Reduced HIV related maternal deaths by 90% by 2020
- Reduced under-five HIV related child mortality by 75% by 2020

- Reduced HIV-related mortality by 90% for both adults and children by 2020

Outcome results

- All Adults and children have maximum access to effective HIV prevention services and are empowered to prevent HIV transmission.
- 90% of all PHLIV know their HIV status, 90% of HIV+ receive sustained antiretroviral therapy, 90% of those on treatment have durable viral load suppression
- Key institutions from government, private sector and civil society have improved capacity to effectively and efficiently manage a multi-sectoral AIDS response

Description of Summary Interventions and Activities

The table below presents brief description of Key Population interventions and activities to be implemented by the selected SSR and IPs to contribute to the achievement of the goals and objectives of the Global Fund funded project and ZNASP III. The project has set very ambitious targets. In their technical proposals, bidders should be more explicit in their strategy for PrEP adherence, outreach for testing and delivery of services as well as the programmes to address rights related barriers. The TRP noted in their comments that there is a lack of a clear plan for efficient and targeted condom distribution Plan, SSR applicants, as part of their response, should proposed this Plan as part of their submission.

Module	Interventions	Brief description of activities to be undertaken	Outcomes expected (e.g. expected increase in
Comprehensive prevention programs for men who have sex with men	Behavioral interventions for men who have sex with men	(1) Scale up delivery of the comprehensive package to reach more vulnerable MSM and improve quality of service provision by offering peer education through differentiated delivery (including moonlight services).	<ul style="list-style-type: none"> • Reduce the number of new HIV infections among this vulnerable group and improve access to ART towards achieving the 90% target. • Increase program reach from approximately 5000
	Pre-exposure prophylaxis(PrEP)	(2) Procure PrEP for MSM and deliver as part of the comprehensive combination prevention package out of the 6 fixed sites (Harare, Bulawayo, Masvingo, Gweru, Mutare and Victoria Falls).	<ul style="list-style-type: none"> • Increasing coverage by 153 in Y1, 1035 in Y2 and 1465 in Y3.
	Diagnosis and treatment of sexually transmitted infections and other sexual	(3) Procure essential STI medicines and related commodities ensure STI prevention, treatment and care are part of the comprehensive package for MSM.	<ul style="list-style-type: none"> • This will improve program quality by enhancing the integration of the comprehensive prevention package.

	health services for men who have sex with men		
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Key Implementation Risks identified by the Global Fund and related to this component of the Project

Effective M&E System to generate quality data to report on Key Population component and to assess impact has been identified as one of the key risks of the Project in not achieving the overall grant deliverables and goals and objectives of the ZNASP III. Other risks of the Project grant have been articulated in the Joint HIV/TB FR (2018-2020). Prospective bidders, in their response to this RFP, should articulate clearly proposed mitigation measures, including strategies and systems, to contribute to addressing the risk.

D. Expected Outputs

The programme activities are linked to the overall Project deliverables and contribute to the achievement of the goals and objectives of the ZNASP III. The selected SR is expected to achieve the assigned targets set in the Performance Framework and to ensure timely completion of the agreed upon activities in the approved the Work Plan and Budget of the SSR Agreement. In addition, the SSR is expected to accomplish regular coordination and collaboration activities with national stakeholders to support improvement in the national HIV response for key populations.

E. Institutional Arrangement

- a) **SSR supervision and management:** The SSR will report directly to NAC in compliance with the terms of the SSR Agreement and NAC will supervise and monitor compliance of the Grant Agreement.

Progress reporting: The SSR will submit to NAC various reports including, monthly Financial Reports and Quarterly Progress Reports in an agreed prescribed format. The monthly Financial Reports will consist of a list of expenses incurred by the Sub-Sub Recipient in connection with SSR Activities during the month in accordance with the categories indicated in the Work Plan; (ii) any Income accrued during the month in question; (iii) where applicable, reasons for the variance between the approved budget and actual expenses during the month; (iv) a request for disbursement of SSR Funds; (v) a bank reconciliation and reconciliation of the outstanding advances and (vi) a copy of the monthly statement issued by the bank in which the SSR Bank Account is held. The quarterly Progress Report will consist of programmatic and financial updates for the reporting period. The SSR will also submit

Annual programmatic and financial reports in an agreed prescribed format. All the reporting requirements will be detailed out under “Article XI – Reporting Requirements” in the SSR Grant Agreement signed between the NAC and the SSR. The SSR is also required to ensure compliance with all national, Global Fund and NAC reporting requirements.

- b) **National coordination and collaboration:** The SSR is expected to work closely with all concerned national stakeholders, especially networks of PLHIVs, key populations, CCM, and the Local Fund Agent and NAC designated auditors, etc.
- c) **Programme management and implementation:** The SSR will be responsible to manage and coordinate the assigned Key Population component of the programme activities within the approved Work Plan and Budget for timely delivery. The SSR will be responsible for the recruitment, training/mentoring and management of programme staff and the effective execution of the Project. This includes evaluation of performance and quality of work completed by the SSRs and IPs.
- d) **Resources required:** The SSRs and IPs teams shall comprise suitably qualified and experienced staff to manage the areas of programme, capacity building and advocacy, M&E and knowledge management, finance and admin/procurement/human resources for overall programme management and implementation up to the satisfaction of NAC and to ensure compliance with the SSR Agreement. The programme team shall be overseen by the SSR/IP’s senior management team. Furthermore, the SSR is expected to source and manage the required office space, IT equipment, asset insurance and other administrative/logistics services for programme implementation.

F. Duration of the Work

The programme is proposed to be implemented from 1 January 2018 to 31 December 2020.

Note: The contract for the SSR will be for an initial 1 year, renewable annually and based on performance and Project Requirements

The SSRs and IPs are to recognize that the successful completion of the SSRs and IPs activities and accomplishment of their purposes, as well as the achievements of deliverables and performance targets set forth in the SSR Agreement, are of paramount importance, and that NAC therefore may find it necessary to terminate the SSR Agreement, or to modify SSR activities, should circumstances arise that interfere or threaten to interfere with the achievement of goals and objectives.

3. MINIMUM REQUIREMENTS OF SUB-RECIPIENTS

To successfully assume quality and timely implementation and accountability for the programme, the SSR/IPs must meet the following minimum institutional and technical capacity requirements. A separate SSR capacity assessment would be considered as part of the selection process.

3.1 Legal Status

- Currently a legally registered organization with a relevant government body in Zimbabwe.
- Has necessary authority to enter into a SSR Agreement with NAC.

3.2 Management and Organization

- Good track record for timely and results based implementation of project activities.
- Demonstrated management capacity (quality and quantity) to implement the proposed programme, including IP management.
- Current budget is sufficient to support key positions and organizational functions of the SSR and IPs not related to Global Fund activities. This budget is expected to remain in place for the duration of the project.
- The applicant should have financial management systems that:
 - Correctly record all transactions and balances, including those to be supported by the Global Fund;
 - Support the preparation of regular, reliable financial statements;
 - Management of cash;
 - Dedicated bank account;
 - Safeguard property funded under the programme; and
 - Are subject to acceptable auditing arrangements.
- Effective organizational leadership, management, transparent decision-making and accountability systems.
- Effective human resource policies and procedures, including Conflict of Interest policy.
- Effective asset management system to safeguard grant assets.
- Demonstrated experience working with high-level government, national and international agencies (including UN agencies) and donors, capable to advocate effectively for Key Populations at the national and province levels.
- Demonstrated capacity to manage and coordinate implementation of national programme in all districts in Zimbabwe.

3.3 Monitoring

- The applicant should have monitoring and evaluation systems that is robust and:
 - Collect and record programmatic data with appropriate quality control measures;
 - Support the preparation of regular reliable programmatic reports; and
 - Make data available for evaluation and other studies.
- Adequate infrastructure, transportation and technical information systems to support proposal implementation, including the monitoring of performance of IPs and outsourced entities in a timely and accountable manner.

3.4 Technical Expertise

- Adequate health care expertise (relating to HIV and AIDS, tuberculosis and/or malaria) and cross-functional expertise (finance, procurement, legal, M&E).
- Experience and expertise in implementing Global Fund activities or similar projects is an asset as is demonstrated experience in meeting agreed targets in a timely manner.
- Experience in managing IPs implementing Global Fund activities or contractors providing goods and services is an asset.
- Fluency in English (written and oral).
- Should have functioned for at least five years in Zimbabwe with demonstrated strong programme management capacity with focus on HIV interventions for Key Populations.
- Should have proven overall capacity building experience working, preferably with key population, including building their capacity in various functional areas (e.g. Finance, Administration, Human Resources, Procurement) and technical areas (e.g. HIV service delivery, advocacy, research).
- Understanding and experience in advocating for removing human rights and gender related barriers to accessing health services.

3.5 Scope of Bid Price and Schedule of Payments

The SSR Agreement between NAC and SSR will be based on an advance disbursement modality, with possibility of direct payment by NAC to vendors when needed, as per NAC rules, policies and procedures. The financial arrangements will be detailed under “Article VII – Financial Arrangements” in the SSR Agreement between the NAC and the SSR, possibly with quarterly disbursements. For details please refer to “Article VII- Financial Arrangements”

NB: Proposers should be able to demonstrate that they can utilize the available resources to achieve more than the targets in the Performance Framework.

3.6 Eligibility

The scope of this assignment is limited to all legally registered organizations and civil society in Zimbabwe.

3.7 Implementation Time: 3 years i.e. from 1 January 2018 – 31 December 2020.

Note: The contract for will be for an initial 1 year, renewable annual based on performance and Project

Requirements

3.8 Project implementation location: Bid applications may be submitted from all geographic areas of Zimbabwe.

Note: The organization should meet all the requirements of NAC for being an SSR in a Global Fund supported grant during the NAC SSR capacity assessment.