1. Background & Objectives

The Alliance for Health Policy and Systems Research (Alliance), in collaboration with the Special Program for Research and Training in Tropical Diseases (TDR) and the Special Program for Research, Development, and Research Training in Human Reproduction (HRP) are implementing a comprehensive program to strengthen capacity for implementation research (SCAPIR) in selected low and middle income countries. Through this initiative, the development of and demand for locally generated research that is problem-focused and action-oriented will be supported. The SCAPIR program will develop the capacity of implementers to identify implementation barriers and opportunities that can be addressed through research. It will also facilitate partnerships between implementers and researchers who share the goal of engendering iterative improvements in program implementation. In this way, the SCAPIR project will foster demand for implementation research that is aligned with program needs and is of particular relevance to low and middle income countries.

The overarching goal of the SCAPIR initiative is to develop the institutional capacity of training centres to implement training and manage grants for implementation research. The specific objectives of the SCAPIR initiative are:

- To support the adoption and institutionalisation of a course on implementation research that will be jointly developed through this initiative;

- To support the development of training capacity within selected institutions through training and support for facilitators (master trainers); and

- To support the implementation of a small grants scheme for implementation research that is led by decision makers such as programme managers.

Through this call for proposals, the Alliance is seeking bids from interested institutions with teaching and training capacity (in implementation research) to implement the above objectives. A total of six institutions will be selected through this call. **Please note that this is NOT a call for research.**

2. Activities to be Carried Out by Selected Institutions
a) **Contribute to the development and delivery of a training course on implementation research including the following:**

- Identification and review of existing training resources and/or courses on implementation research;
- Adaptation of existing training resources for a one week course that can be delivered locally at the selected institutions;
- Participate in the training of course facilitators (master trainers);

b) **Implement a small grants scheme for implementation research projects that are led by decision makers, including the following tasks:**

- Issue and manage a call for proposals (including review using agreed upon criteria and process) for implementation research that is open to applicants within their respective countries;
- Organize a training workshop for selected projects using the format and content of the training course developed as part of activity #1;
- Issue contracts of up to USD $12,500 for 5-7 successful teams and monitor the progress of the projects; and
- Provide technical assistance as needed.

c) **Organise and implement a week-long regional training course on implementation research for 15-20 participants, including the following tasks:**

- Issue a call for training opportunities within the region (exact territory to be determined with the Alliance) and manage selection of participants;
- Organise the travel and other logistics for selected participants;
- Implement the training course using the format and content of the training course developed as part of activity #1 with local facilitators/master trainers previously trained; and
- Conduct an evaluation of the course.

d) **Develop a case study on implementation research led by decision-makers which may be used for teaching purposes.**

The total work described in this call is expected to take approximately 24 months to complete. The anticipated start date for this work will be 1 October 2015; the completion date for this work is anticipated to be 30 September 2017.
3. Desired Institutional Profile

The selected institutions will have an established reputation in the field of health systems and/or implementation research. This reputation should be based on demonstrated records of publications, teaching, and mentoring related to health systems or implementation research. Selected institutions should also have experience/capacity in teaching and delivering training programmes in English as well as the administrative capacity to issue and manage grant contracts with other institutions. The selected institutions will be expected to work independently while maintaining an ongoing and collaborative relationship with the Alliance and other partners at WHO.

4. Instructions to Bidders

Proposal Format & Content

Proposals should be submitted in English in either MS Word or PDF format. Submissions should be no more than 10 pages (excluding annexes) and include the following:

- Cover page with name, title, and full contact details of project lead(s).

- Motivation for applying: how this work fits or aligns with the institution’s profile and aligns with current areas of work.

- Composition of the proposed team, including names, expertise, function in institution, and role on the team.

- Description of the team’s combined expertise in health systems and/or implementation research, with supporting references of academic records and field experience.

- Description of experience/capacity to:
  - Develop and implement research training courses with an emphasis on health policy and systems research, including implementation research;
  - Implement calls for research and administrative capacity to manage contracts;
  - Provide technical assistance/support to individuals/teams conducting implementation research including data analysis and the development of manuscripts;
  - Carry out work at the national and regional (with other countries) levels;
  - Work collaboratively with WHO and other institutions as part of a network; and
  - Institutionalise training course on implementation research and make it a part of the existing portfolios of work undertaken by the institution.

- Communicate/interact with policy making bodies and promote research findings to diverse target audiences.

- Proposed budget, not exceeding a maximum of USD $175,000. Administrative costs are expected to be incorporated within this total budget.
Submission Details

- Proposals should be submitted via email to the Alliance for Health Policy and Systems Research (alliance-proposals@who.int) by 30 August 2015, 23:59 GMT.

- The subject field of the email should be titled “RFP-SCAPIR Training Centre”.

- The Alliance will notify all applicants of the receipt of their applications.

- All questions concerning this RFP should be directed to the Alliance for Health Policy and Systems Research (alliance-proposals@who.int).

Joint Proposal

Two or more entities may form a consortium and submit a joint proposal offering to jointly undertake the work. Such a proposal must be submitted in the name of one member of the consortium - hereinafter the “project leader”. The lead organization will be responsible for undertaking all negotiations and discussions with, and will be the main point of contact for the Alliance. The lead organization and each member of the consortium will be jointly responsible for the proper performance of the contract.

Communications During the Call Period

A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify the Alliance via email at alliance-proposals@who.int no later than 3 working days prior to the closing date for the submission of offers. Please indicate in the subject line: AHPSR Bid Ref. SCAPIR Training Centres.

The Alliance Secretariat will respond via email to any request for clarification of the call that it receives by the deadline indicated above. There shall be no individual presentation by or meeting with bidders until after the closing date. From the date of issue of this call to the final selection, contact with the Alliance concerning the call process shall not be permitted, other than through the submission of queries, unless a presentation or meeting is initiated by the Alliance, in accordance with the terms of this call.

Period of Validity of Proposals

The offer outlined in the proposal must be valid for a minimum period of 120 calendar days after the closing date. A proposal valid for a shorter period may be rejected by the Alliance. In exceptional circumstances, the Alliance may solicit the bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any bidder granting such an extension will not, however, be permitted to otherwise modify its proposal.

Closing Date for Submission of Proposals

Proposals must be received at the Alliance at the e-mail address: alliance-proposals@who.int no later than 30 August 2015 23:59 GMT. The Alliance may, at its own discretion, extend this closing
date for the submission of proposals by notifying all bidders thereof in writing. Any proposal received by the Alliance after the closing date for submission of proposals may be rejected.

Amendment of the Call

The Alliance may, at any time before the closing date, for any reason, whether on its own initiative or in response to a clarification requested by a (prospective) bidder, modify the call by written amendment. Amendments could, inter alia, include modification of the project scope or requirements, the project timeline expectations and/or extension of the closing date for submission.

All prospective bidders that have submitted a proposal with regard to the call will be notified in writing of all amendments to the call and will, where applicable, be invited to amend their proposal accordingly.

Clarification of Proposals

The Alliance may, at its discretion, ask any bidder for clarification of any part of its proposal. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered or permitted during this exchange.

Award of Contracts

Contracts shall be awarded based on a combination of criteria including the bidder’s motivation statement, exposure to or experience of, working in the area of implementation research, the content of the proposal in terms of comprehensiveness, and value for money.

However, the Alliance reserves the right to:

- Award the contract to a bidder of its choice, even if its bid is not the lowest;
- Award separate contracts for parts of the work, components or items, to one or more bidders of its choice, even if their bids are not the lowest;
- Accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders and without any obligation to inform the affected bidder or bidders of the grounds for the Alliance’s action;
- Award the contract on the basis of the Organization’s particular objectives to a bidder whose proposal is considered to be the most responsive to the Organization’s needs and the activity concerned;
- Not award any contract at all

The Alliance has the right to eliminate bids for technical or other reasons throughout the evaluation/selection process. The Alliance shall not in any way be obligated to reveal, or discuss with any bidder, how a proposal was assessed, or to provide any other information relative to the evaluation/selection process or to state the reasons for elimination to any bidder.
**NOTE:** The Alliance is acting in good faith by issuing this call. However, this document does not obligate the Alliance to contract for the performance of any work, nor for the supply of any products or services.

The Alliance’s Right to Enter into Negotiations

The Alliance reserves the right to enter into negotiations with one or more bidders of its choice, including but not limited to negotiation of the terms of the proposal(s), the price quoted in such proposal(s) and/or the deletion of certain parts of the work, components or items called for under this call.

Signing of the Contract

Within 30 days of receipt of the contract, the successful bidder shall sign and date the contract and return it to the Alliance according to the instructions provided at that time. If the bidder does not accept the contract terms without changes, then the Alliance has the right not to proceed with the selected bidder and instead contract with another bidder of its choice.