REQUEST FOR BIDS

Contract type: Agreement for Performance of Work (APW)
Issue Date: 21 March 2017
Closing Date / Time: 05 April 2017 at 23:59 CET – DEADLINE EXTENDED TO 13 APRIL 2017

Request for Proposals: In-country support for data collection and monitoring of DFID-supported and UNF-managed grant for the sustainable electrification of health facilities focusing on maternal and newborn health services in UGANDA and GHANA

1. Background

The Alliance for Health Policy and Systems Research, is an international collaboration based at the headquarters of the World Health Organization (WHO) in Geneva, Switzerland that aims to promote the generation and use of health policy and systems research as a means to improve health systems in low and middle-income countries. For more information on the Alliance, please visit: http://www.who.int/alliance-hpsr/en/.

The Alliance, in collaboration with The United Nations Foundation (UNF) and funding from the UK Department for International Development (DFID), is supporting a project that seeks to deploy solar energy solutions in rural health facilities in Ghana and Uganda.

In Uganda, up to 36 facilities will be solarized, primarily at the primary care level. While in Ghana, up to 26 facilities will receive solar installations, the majority of which will be community based health planning and service (CHPS) facilities. In addition, to the installation activities, the project’s scope of work includes support services for a period of one year post-installation, including advanced training at multiple levels, community mobilization, routine preventative maintenance services, and long-term sustainability planning.

As part of this effort, the World Health Organization (WHO) and Alliance for Health Policy and Systems Research (HPSR) will be monitoring the implementation and impact of sustainable electrification of the UNF supported health facility electrification activities.

2. Objective of the work

To facilitate work at the country level, the Alliance for HPSR is soliciting bids from institutions in Ghana and Uganda to provide in-country support for data collection and monitoring of DFID-supported and UNF-managed grant for the sustainable electrification of health facilities focusing on maternal and newborn health services.

Specific tasks are to:

a) Monitor the implementation of the UNF/DFID intervention “electrification of health facilities with solar systems”;
b) Gather information on the impacts of electrification of health facilities with solar systems on service delivery for maternal and newborn health, using routinely collected data;

c) Gather information on the experienced and perceived impacts of the electrification of health facilities with solar systems by mothers;

d) Identify barriers to and facilitators of electrification of health facilities with solar systems, as well as intended and unintended consequences of electrification;

e) Develop policy-relevant information to integrate energy service considerations into health services planning, resourcing and evaluation.

3. Deliverables

Separate or combined technical reports (minimum) and peer reviewed publications (desirable)

The scope of work to be carried out by the in-country research teams for this phase of work (to end 2017) is comprised of the following deliverables:

1. Report on progress of implementation activities.
2. Data collection tools to gather information on impact of electrification of health facilities with solar systems on service delivery for maternal and newborn health.
3. Report on baseline situation in health facilities to be electrified.
4. Report on findings from different groups of stakeholders on experienced and perceived impacts of solar electrification of health facilities.
5. Established connections with implementing partners, local government actors, and community members to facilitate project logistic, activities and ownership.

Applicants will be expected to work with the responsible staff of the Alliance for Health Policy and Systems Research at each stage. This includes agreement on the methodological approach for the selection of facilities and development of data collection tools as well as in developing the deliverables. It is expected that applicants establish working relationships with implementing partners and local government in order to support the project effectively.

Bidders should be aware that all materials produced as a result of this work will become the property of WHO and will be made freely available and disseminated through the Alliance website and other channels.

4. Requirements/Competencies

Bidders for this contract should meet the following requirements:

- Be from research and training institutions in Ghana and Uganda
- Have relevant work and experience in maternal and child health, service delivery and quality, and/or implementation research.
- Have experience in designing, administering and analysing surveys, including qualitative components such as interviews with key stakeholders.
- Have experience in designing, carrying out and analysing data from in-depth interviews
- Have publication record relevant to this work, either in style or topic, that can be readily accessible or attached. Peer-reviewed publications will be considered an asset.
- Have knowledge of institutions or organizations working in this area or conducting previous work that is closest relevant to this work is an asset.
5. Activity timeline and Budget

A first draft of the report(s) would be due by 15 November 2017 with a revised version due by 15th December 2017. Alliance staff will periodically review progress on the drafts and provide feedback to the bidder. The payments will be linked to satisfactory completion of the deliverables.

6. Instructions to Bidders

6.1 Format and content of the proposal

Applications for this work should be in the form of a proposal of not more than 5 pages that should include the following:

a) Motivation for applying: how this work fits into the bidder’s academic background and current position. This should include a short statement explaining why the bidder believes he/she is particularly suitable to carry out this work.

b) Relevant Background: Brief description of exposure to or experience of working in the area of maternal and child health, service delivery and quality and/or implementation research. This includes information on institutions that the bidder has worked with as well as references of publications and reports produced by the bidder.

c) Approach proposed to carry out this work, this includes information on:
   o Tentative list of facilities to be examined
   o Sources of data and methods (for example surveys, in-depth interviews) that the bidder plans to use. This includes information on how the applicant plans to approach the facilities and gain access for surveys and interviews, if any.
   o Analytical strategy
   o Presentation of results

d) Short institutional profile/s and profiles of anticipated team members, including the main bidder, this should include information on collaborators, if any

e) Estimated and itemized budget summary.

f) Contact details of the bidder including email and telephone number.

6.2 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, WHO. The lead organization and each member of the consortium will be jointly and severally responsible for the proper performance of the contract.

6.3 Communication during the call period

A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify WHO via email at the following address no later than 3 working days prior to the closing date for the submission of offers.

Email for submissions of all queries: alliancehpsr@who.int

(Please use subject: WHO Bid Ref. Solar Electrification Country Support)
The Alliance team at WHO will respond in writing (via email only) to any request for clarification of the call that it receives by the deadline indicated above. Questions are to be submitted by e-mail to the above address.

A consolidated document of the WHO’s response to all questions (including an explanation of the query but without identifying the source of enquiry) will be posted on the internet site where the bid itself is posted.

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 WHO officials concerning the call process shall not be permitted, other than through the submission of queries and/or through a possible presentation or meeting called for by WHO, in accordance with the terms of this call.

6.4 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 WHO. In exceptional circumstances, WHO 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.

6.5 Closing date for submission of proposals

Proposals must be received at WHO at the e-mail address alliancehpsr@who.int (use subject: WHO Bid Ref. Solar Electrification Country Support) no later than the 4th of April 2017, (23:59 GMT).

WHO 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 WHO after the closing date for submission of proposals may be rejected.

6.6 Amendment of the call

WHO 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.

6.7 Clarification of proposals

WHO 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.

7. Award of Contracts

7.1 Award criteria
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 capacity strengthening, the content of the proposal in terms of innovativeness and comprehensiveness, and value for money.

**However, WHO reserves the right to:**

a) Award the contract to a bidder of its choice, even if its bid is not the lowest;

b) 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;

c) 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 WHO’s action;

d) 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;

e) Not award any contract at all

WHO has the right to eliminate bids for technical or other reasons throughout the evaluation/selection process. WHO 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: WHO is acting in good faith by issuing this call. However, this document does not obligate WHO to contract for the performance of any work, nor for the supply of any products or services.**

7.2 WHO’s Right to enter into negotiations

WHO 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.

7.3 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 WHO according to the instructions provided at that time. If the bidder does not accept the contract terms without changes, then WHO has the right not to proceed with the selected bidder and instead contract with another bidder of its choice.

Please apply by email only to alliancehpsr@who.int (use subject: WHO Bid Ref. Mapping HPSR capacity strengthening institutions and networks)

Closing date: 05 April 2017 at 23:59 CET
Only the successful bidder(s) will be contacted