

# Fund Management Agent of the Robert Carr Civil Society Networks Fund

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*Request for Proposals*  
*Reference Number: RFP-2012-07*

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## **1. INTRODUCTION**

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### **1.1 Objective of the Request for Proposals Process**

The purpose of this Request for Proposals is to select a suitable organization to act as Fund Management Agent (FMA) to provide robust grant, programme and financial management expertise to the newly formed Robert Carr Civil Society Networks Fund (RC-NF). The process seeks to determine which applicants possess the capacities and experience required to manage the RC-NF.

UNAIDS is undertaking responsibility for this selection process on behalf of, and in collaboration with, the Working Group responsible for the creation of this fund.

The FMA will report to the RC-NF International Steering Committee (ISC), which will be formed by June 2012 and will consist of donor and civil society representatives. The FMA will enter into contractual agreements with the various donors to the Fund. Initial donors potentially include DFID, the Gates Foundation, Norway and the US. Funds from the US will be channeled via UNAIDS.

For more information on the Robert Carr Civil Society Networks Fund proposed governance structure, full terms of reference for the FMA and Results Framework please see annexes I, II and III. For more information about UNAIDS please consult our website [www.unaids.org](http://www.unaids.org).

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### **1.2 Characteristics of the bidder**

#### **1.2.1 Status**

- The provider shall be a not for profit entity operating in the field of fund and programme management, donors relations, public health, international relations and communication.

#### **1.2.2 Previous experience**

- Extensive and proven experience in management of multiple large grants totaling \$7 million or more per annum.
- Extensive and proven experience and extensive knowledge of working with donors, regional and global civil society networks, and in particular those run by inadequately served populations and people living with HIV
- Extensive and proven experience of programme management support
- Extensive and proven experience in monitoring and evaluation

#### **1.2.3 Accreditations**

- Possession of the ISO 9001 certification (or equivalent) for project management is desirable.
- An Affidavit of Equivalency for non US based organizations is desirable. The successful candidate, if not US based, will need to obtain one to meet donor requirements if they are not already in possession of one. More information can be found on this link: <http://www.mott.org/grantsandguidelines/forgrantees/international/affidavits.aspx>
- Presence of staff team members with CPA or Chartered Accountant qualifications or equivalent is desirable

### 1.2.4 Staffing

These are general staffing needs with no indication on final staff number:

- Staff dedicated to donor relations on a full time basis
- Staff dedicated to programme management support, and monitoring and evaluation, with technical expertise in the field of public health
- Staff dedicated to fund management with financial expertise
- Staff dedicated to executive management and acting as focal point for support and liaison with the International Steering Committee and the Programme Advisory Panel

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## 1.3 Work to be performed

The level of the funds that will be available to the RC-NF is not fixed but is currently anticipated to be approximately \$7 million per annum for the first three years. This amount includes the costs for fund management and M&E activities. The technical proposal should also take this uncertainty into consideration and recommend an arrangement that also addresses uncertainty over the exact amount that the fund will be handling.

### 1.3.1 Key requirements

#### Hosting

1. Receipt and administration of multiple donor funds.
2. Developing and implementing transparent and cost effective administration procedures and systems for managing the RC-NF including the selection of any staff required to conduct the business of the FMA in managing the RC-NF.
3. Producing whatever documentation is required by donors to the RC-NF, including applications or funding proposals and timely reporting to secure ongoing, predictable resources for the Fund.
4. Ensuring appropriate screening of potential grant beneficiaries, this should include fiduciary risk assessments as well as capacity to absorb and manage funds and deliver on expected results. Any risks identified should be reported to the ISC with a clear plan of how they will be monitored and managed.
5. Based on decision by ISC, drawing up grant agreements and ensuring timely disbursement of funds to recipients (an estimated 15 to 25 grants per calendar year).
6. The FMA will be responsible for the technical appraisal, performance assessment and all day to day administration of the fund.

Management responsibilities will include, but not be limited, to the following:

7. Ensuring that grant recipients have (or develop) adequate systems for Monitoring and Evaluation (M&E), and that wherever possible the Indicators for M&E of grantee performance cascade from those set to track performance of the RC-NF against its overall Results Framework (see Annex III to this RFP), Providing ongoing monitoring and support to grant recipients in line with donor requirements and advice from the ISC. Where deviations from plans and timeframes occur, following these up with the relevant grant recipients and provide the necessary support to bring/keep implementation on track. Where strategic changes to the RC-NF grant initiatives are required, or where timeframes and budgets of grants may require revision, the ISC and PAP should be informed and given the opportunity to input.

Recommendations in this regard should be made in a timely fashion on the basis of monitoring data.

8. Collating and synthesizing reports for submission to the ISC, ensuring that all reporting is aligned with the results framework indicators.
9. Working with the Program Advisory Panel (PAP) to define precise indicators and setting realistic targets and milestones for the overall monitoring of the RC-NF.
10. Providing the logistics necessary to support the process for selection and implementation of independent evaluation of the RC-NF as requested by the ISC.
11. Providing financial management, reporting & fiduciary control and ensuring that financial propriety is maintained and that funds are spent for the required purpose.
12. Providing a secretariat function as requested for meetings that may be called by the ISC or the PAP.
13. Supporting (logistically and administratively) the work of the PAP to ensure timely consideration of grant proposals and timely decision making by the ISC.
14. Managing a quality control process to ensure consistency of recommendations

#### Communication

15. Working with the ISC to develop and implement an external relations and communication strategy, for engagement with external stakeholders and the many partners engaged in developing, overseeing the work of, providing resources for and receiving resources from the RC-NF.
16. Putting in place a knowledge management and lesson learning strategy that will facilitate appropriate levels of information sharing amongst grant recipients as well as external stakeholders.
17. Establishment and maintenance of contact/ good working relationships with selected grant recipients and other key stakeholders.
18. Maintain database with all proposals, reviews and recommendations

#### **1.3.2 Finance and accounting requirements**

Funds will be disbursed by the FMA in the form of grants to networks based on the instruction of the ISC, and following review of applications and the recommendations of the PAP. This advice will include a financial paragraph relating to the RC-NF available and expected resources. The advice should clearly demonstrate the relationship between the Results Framework of the RC-NF and the proposed grants. Further disbursements will be dependent of the receipt and acceptance reports from the recipient networks.

The FMA will also be required to submit to the ISC and to donors an Annual Report and Annual Audited Accounts for each of the financial years covered by any part of the agreement/contract. Annual Audited Accounts must be signed by the Executive Director and/or the Finance Officer on behalf of the FMA and be certified by external auditors as being a true reflection of the organisation's finances relating to work performed as FMA for the appropriate period.

#### **1.3.3 Performance monitoring**

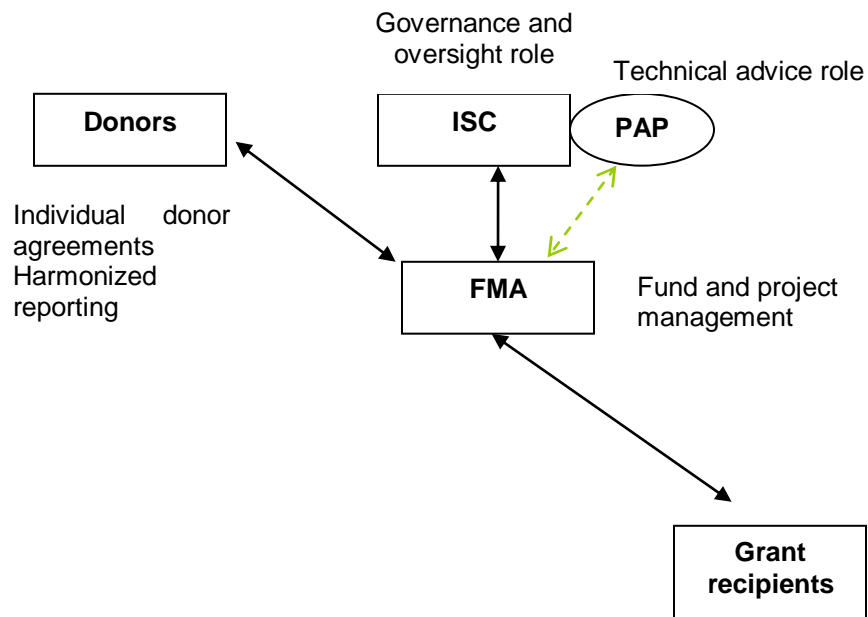
The FMA will develop annual work plans for the RC-NF and set milestones, as well as submitting progress and financial reports to the ISC every six months. The FMA will also play a quality assurance

role ensuring that reports from grantees are in line with the agreed results framework and donor reporting requirements.

Monitoring of the FMA will be done on an annual basis and progress assessed against the outcomes and outputs. This annual review process will also assess risks against a risk matrix and mitigation strategy to , be developed by the FMA. These annual review processes will also be used to assess the performance of the FMA, and document lessons learnt.

The indicators in the Results Framework will need to be refined and updated after the RC-NF has been operational for one year.

**The diagram below illustrates the organizational positioning of the different entities of the RC-NF**



## 2. INSTRUCTIONS TO BIDDERS

Bidders should follow the instructions set forth below in the submission of their proposal to UNAIDS. Please note that on behalf of the RC-NF, UNAIDS will oversee all logistical arrangements concerning this RFP and selection process, including convening a Selection Committee which will consist of UNAIDS, ICSS, a donor representative, a representative of a funding entity with experience in grant making and an independent civil society organization that has experience as a grant recipient. The recommendations of the Selection Committee will be shared with the RC-NF ISC for their final decision.

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### 2.1 Language of the Proposal and other Documents

The proposal prepared by the bidder, and all correspondence and documents relating to the proposal exchanged between the bidder and UNAIDS shall be written in the English language.

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### 2.2 Intention to Bid

No later than **20 April 2012**, the bidder is requested to complete and return by email to UNAIDS:

1. The enclosed RFP\_Acknowledgement.doc form signed as confirmation of the bidder's intention to submit a *bona fide* proposal and designate its representative to whom communications may be directed, including any addenda; and
  2. The enclosed RFP\_Confidentiality.doc form signed. (If the bidder does not announce its intention to bid, this document is required to be part of the final submission)
- Email for submissions of acknowledgement: Bids@unaids.org
  - Email Subject: Intention to bid for RFP-2012-07

**Please note that the Intention to Bid is not a requirement to submit a proposal, however UNAIDS will be able to better identify potential bidders announcing their intention to bid, and communicate with them in case of changes to the RFP or clarifications to questions asked.**

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### 2.3 Cost of Proposal

The bidder shall bear all costs associated with the preparation and submission of the proposal, including but not limited to the possible cost of discussing the proposal with UNAIDS and other members of the designated Selection Committee, making a presentation and negotiating a contract and any related travel..

UNAIDS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process

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### 2.4 Contents of the Proposal

Proposals must offer services for the total requirement. Proposals offering only part of the requirement may be rejected.

The bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in this RFP. Failure to follow the instructions provided, terms and specifications and/or to submit the forms requested will be at the bidder's risk and may affect the evaluation of the proposal.

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## 2.5 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 "lead organization". The lead organization will be responsible for undertaking all negotiations and discussions with, and be the main point of contact for UNAIDS. The lead organization and each member of the consortium will be jointly and severally responsible for the proper performance of the contract

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## 2.6 Communications during the RFP Process Period

A prospective bidder requiring any clarification on technical, contractual or commercial matters may notify UNAIDS via email at the following address:

Email for submissions of all queries: [Bids@UNAIDS.org](mailto:Bids@UNAIDS.org)  
Subject: Bid Ref. RFP-2'12-07

UNAIDS will respond in writing by a consolidated document to any request for clarification of the RFP Process application that it receives prior to 26 April 2012.

The consolidated document of UNAIDS's response to all questions (including an explanation of the query but without identifying the source of enquiry) will be made available to all prospective bidders on the UNAIDS website, Request for Proposals section maximum 1 week after the date indicated above. Questions are to be submitted in the format "Paragraph Number - Question."

There shall be no individual presentation by or meeting with bidders until after the closing date. From the date of issue of this RFP to the final selection, contact with UNAIDS officials, Selection Committee or Working Group members concerning the RFP Process shall not be permitted, other than through the submission of queries at the indicated email address above and/or through a possible presentation or meeting called for by UNAIDS on behalf of the RC-NF Working Group or ISC, in accordance with the terms of this RFP.

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## 2.7 Proposal structure

### 2.7.1 Proposal Submission Form

The bidder's proposal must be accompanied by a Proposal Submission Form, in the form attached hereto as Annex 1, signed by a duly authorized representative of the bidder, stating:

- That the proposal meets the requirements of the RFP,
- That the bidder undertakes, on its own behalf and on behalf of its possible partners and contractors, to provide the goods/services in accordance with the terms of the RFP, and its accompanying documents, for the amount set forth in the attached Financial Proposal,
- The number of days the proposal is valid (from the date of closing of RFP).



## 2.7.2 Information of Firm/Organization submitting Proposal

The following information must be provided in order to ascertain capabilities to deliver the work proposed.

Information of Firm/Organization/NGO submitting Proposal	
<b>1</b>	<b>Company/Organization/NGO Information</b>
<b>1.1</b>	<b>Corporate information</b>
1.1.1	Company <b>mission statement (if applicable)</b>
1.1.2	<b>Quality Assurance / Quality Control mechanisms in place at the company</b>
1.1.3	<b>Organization</b> structure
1.1.4	<b>Geographical</b> presence
<b>1.2</b>	<b>Staffing information</b>
1.2.1	<b>Number and Geographical</b> distribution of staff
1.2.2	<b>Number of consultants</b> employed on similar projects in each of the past three years
1.3	Audited <b>financial statements</b> for the past three (3) years
<b>1.4</b>	<b>Legal information</b>
1.4.1	History of <b>Bankruptcy</b>
1.4.2	Pending major <b>lawsuits</b> and <b>litigations</b>
1.4.3	Pending <b>Criminal/Civil lawsuits</b>
<b>1.5</b>	<b>Contractual relationships</b>
1.5.1	<b>Contractual programmes</b> (with UN agencies or International Organizations)
1.5.2	<b>Company Certifications</b> and certification status
1.6	Proposed <b>sub-contractor</b> arrangements including <b>company information</b> (as above for each sub-contractor)
<b>2</b>	<b>Experiences and Reference Contact Information</b> (list and provide up to five (5) detailed examples of relevant experience gained within the past five years of the issuance of this RFP that demonstrate the contractor's ability to deliver a solution that substantially demonstrates the functional and technical requirements of this RFP)
<b>2.1</b>	<b>Project Name</b> (project one)
2.1.1	<b>Project Description</b> including but not limited to project starting date and duration, project and contract value, and total FTE involved from the company
2.1.2	<b>Status</b> (under development/implemented)
2.1.3	<b>Reason for Relevance</b> (provide reason why this project can be seen as relevant to this RFP)
2.1.4	<b>Roles and responsibilities</b> (list and clearly identify the roles and responsibilities for each participating Organization)
2.1.4.1	<b>Client</b> Role and Responsibility
2.1.4.2	<b>Contractor</b> Role and Responsibility. Previous contractor role in project
2.1.4.3	<b>Third party contractors</b> Role and Responsibility. Previous specified 3 <sup>rd</sup> party role in project.
2.1.5	<b>Team members</b> (indicate relevant members of the team from the project that will be used in the performance of services)

Bidders will be excluded if;

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata; have been subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity;
- it becomes apparent to UNAIDS that they are guilty of misrepresentation in supplying, or if they fail to supply, the information required under this RFP and/or as part of the bid evaluation process ; or
- they give rise to a conflict of interest.

## 2.7.3 Technical Proposal

The bidder should include in this section all relevant information for UNAIDS to evaluate the proposal, including information relating to coverage of the RC-NF needs and requirements, as specified in section 1, proposed timeline, resources dedicated partially or fully to the project  
**IMPORTANT:** The Technical Proposal shall contain no price or cost information.

The Technical Proposal must include the following sections:

a) **Understanding of the Requirements for Services, including Assumptions**

Include any assumptions as well as comments on the services as indicated in the Technical Specifications, or as the bidder may otherwise believe to be necessary.

b) **Proposed Approach, Methodology, Timing and Outputs**

Any comments or suggestions on the technical specifications, as well as the bidder's detailed description of the manner in which it would respond to the technical specifications. This should also include an arrangement to address the varying grants numbers and amounts, and the corresponding varying funds management staffing needs.

c) **Proposed Project Team Members**

The curriculum vitae of the proposed senior professional members of the team including their specific responsibilities on this project, relevant experience and qualifications.

## 2.7.4 Financial Proposal

The bidder's **separate sealed** price component must contain an overall quotation in a single currency, either in US Dollars or in the currency of the bidder's country of incorporation or registration. If the bidder opts for the latter and for evaluation purposes only, its proposal will be converted into US dollars using the United Nations rate of exchange in effect on the closing date for the submission of proposals.

The Financial Proposal shall be accompanied by a cover letter signed by a duly authorized representative of the bidder, confirming the following:

- (a) the price(s); and
- (b) the period of validity of the bid.

In addition, the Financial Proposal must cover all the goods or services to be provided and must itemize the following salary and other foreseen unit costs:

- a. staff breakdown/categories/rates
- b. office rental and running costs
- c. Travel and Per Diem costs (in absence of clarity on the number and location of meetings that the FMA will be required to convene) please indicate travel rules and indicative per diem rates).
- d. Other costs, if any (indicating nature and breakdown).

The Financial Proposal must contain an indication of the total costs for the services required and as laid above, all of which must be expressed and will be made in the currency of the proposal.

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## 2.8 Format and Signing of Proposals

The bidder shall submit the proposal in **one external envelope** marked clearly **Bid Ref RFP-2012-07 containing inside two sealed envelopes** by the closing date set forth in section 2.10 to the address specified below.

**UNAIDS**  
**Bid Opening Committee / AST**  
**Reference: RFP-2012-07**  
**20, Avenue Appia**  
**CH-1211 Geneva 27**  
**Switzerland**

**NOTE:** If the envelopes are not sealed and marked as per the instructions in this clause, UNAIDS will not assume responsibility for the proposal's misplacement or premature opening and may – at its discretion – reject the proposal.

This first internal sealed envelope must contain 2 hard copies of the complete technical proposal. Each complete technical proposal should include the following:

- Hard copy of proposal (as specified in section 2.7.3) and supporting documents (marked clearly **Bid Re RFP-2012-07**)
- Signed Proposal Submission Form (see Annex 1 to this Application for Prequalification)
- One CD-ROM containing electronic copy of the technical proposal only and supporting documents

The second internal sealed envelope must contain the financial proposal and its cover letter as specified in section 2.7.4. Two copies of the complete financial proposal must be included and a separate CD-ROM containing only the financial proposal must be included.

Please also note the following instructions for preparation of the Proposal:

- 1) The two (2) copies shall be labeled "Master copy" and "Copy 1". The bidder must ensure that the content of all copies is identical. If at any time a difference is discovered between any copies of the proposal then the "Master copy" will prevail as the official copy.
- 2) The two (2) hard copies shall be unbound, provided in binders from which pages may be removed easily. Dividers may be used to separate sections of the document, if needed.
- 3) All pages of the proposal shall be numbered in the format 'Page X of Y'.
- 4) All copies of the proposal shall be typed and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. A proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the proposal.
- 5) The electronic copy of the proposal and supporting documents on a CD-ROM should be in PDF, or MS Office compatible format (Word, Excel, Power Point or MS Project). The responses to the functional requirements should be submitted in the structure provided in this RFP. The financial proposal should be submitted in the file format supplied by UNAIDS and, if provided, using the template distributed with the RFP and only within the sealed financial proposal in a separate CD from the technical proposal. The proposed timeline project plan should be either in MS Project MPP, XLS or PDF format.

**OPTION FOR ELECTRONIC SUBMISSION:** If preferred, the proposal may instead be forwarded to two secure email accounts. The master copy of the "Technical Proposal" shall be forwarded to [TechnicalBids@unaids.org](mailto:TechnicalBids@unaids.org) and the master copy of the "Financial Proposal" forwarded separately to [FinancialBids@unaids.org](mailto:FinancialBids@unaids.org). There will be no automatic confirmation of receipt as the proposals are only opened after the closing date. The email subject must include the bid reference number available on the first page of this RFP and on the UNAIDS website. Due to email size limitation, multiple emails can be send as the bidder submission.

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## 2.9 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 UNAIDS. In exceptional circumstances, UNAIDS 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 the request will not be required nor permitted to modify its proposal.

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## 2.10 Closing Date for Submission of Proposals

**Proposals must be received at UNAIDS at the address specified in section 2.8 no later than 10 May 2012 at 17.00 CET.**

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

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## 2.11 Modification and Withdrawal of Proposals

The bidder may withdraw its proposal any time after the proposal's submission and before the opening date, provided that written signed notice of the withdrawal (by a duly authorized representative of the bidder) via email is received by UNAIDS prior to the closing date.

The bidder's withdrawal notice shall be prepared and dispatched to be received before the closing date in accordance with section 2.10.

- Email for withdrawal of proposal: [Bids@UNAIDS.org](mailto:Bids@UNAIDS.org)

However, if you submitted your technical and financial proposals using the option for Electronic Submission in section 2.8, then your withdrawal notice must also be submitted to these email addresses with the reference number and the word WITHDRAWAL clearly indicated in the subject line.

No proposal may be modified after the closing date for submission of proposals, unless UNAIDS has issued an amendment to the RFP allowing such modifications (see section 2.13).

No proposal may be withdrawn in the interval between the opening date and the expiration of the period of proposal validity specified by the bidder in the proposal.

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## **2.12 Receipt of Proposals from Non-invitees**

UNAIDS may, at its own discretion, extend the RFP to bidders that were not included in the individual invitation list if this is necessary and in the interest of UNAIDS and the RC-NF Working Group. RFPs published by UNAIDS on the UNAIDS website are open for all qualified bidders

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## **2.13 Amendments of the Request for Proposals**

At any time prior to the closing date for submission of proposals, UNAIDS may, for any reason, whether on its own initiative or in response to a clarification requested by a bidder, modify the RFP by amendment. Amendments could include modification of project scope or requirements, project timeline expectations or extension of the closing date for submission.

All prospective bidders that have received the Request for Proposals will be notified in writing of all amendments to the RFP. In addition, all amendments will be posted on the UNAIDS website in the Request for Proposals section and in any other website used by UNAIDS directly for publishing the Request for Proposals.

## 3 OPENING AND EVALUATION OF PROPOSALS

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### 3.1 Opening of Proposals

UNAIDS will open the technical proposals in the presence of a Bid Opening Committee at the Headquarters office in Geneva, Switzerland on a date fixed after the closing of the tendering period. Each technical proposal will be opened during the session with each bidder announced. Financial proposals will be opened only after the technical evaluation of the proposals.

A public opening of bids will be carried out on 11-May-2012 at 11:00 hrs. CET in the UNAIDS premises. Bidders wishing to attend the session (at their own cost) should inform UNAIDS in advance via email (to the address specified in section 2.5 no later than 26-April-2012 if they plan to attend; only bidders or named representatives are allowed. Non-attendance has no implication on the evaluation of the bids.

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### 3.2 Clarification of Proposals

UNAIDS may, at its discretion, ask any bidder for clarification of any part of its proposal to assist in the examination, evaluation and comparison of proposals. 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.

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### 3.3 Preliminary Examination of Proposals

UNAIDS will examine the proposals to determine whether: (i) they are complete, (ii) any computational errors have been made, (iii) the documents have been properly signed, and (iv) the proposals are generally in order.

**Please note that UNAIDS is not bound to select any of the firms/institutions submitting proposals.** Furthermore, since contracts would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to UNAIDS' general principles, including economy and efficiency, UNAIDS does not bind itself in any way to select the firm/institution offering the lowest price.

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### 3.4 Technical Evaluation of Proposals

A two-stage procedure will be utilized in evaluating the proposals, with technical evaluation of the proposal being completed prior to any evaluation of the Financial Proposal.

The technical evaluation of proposals will be accomplished by a selection panel. The selection panel will evaluate all proposals which have passed the preliminary examination of proposals according to:

**Proposed evaluation criteria**

No	Evaluation Criteria	Weight
	<i>Technical qualities</i>	

<b>1</b>	Demonstration of Understanding of ToR and deliverables; clear rationale, evidence based approach clearly linking to results	<b>15</b>
<b>2</b>	Quality of bid including demonstrable experience of working in HIV sector, with people living with HIV, inadequately served populations, civil society networks and multiple donors (bilateral and foundations)	<b>15</b>
<b>3</b>	Demonstration of capacity to manage and disperse funds, and provide high quality financial administration	<b>15</b>
<b>4</b>	A Programme Management Plan which clearly sets out organizational roles and responsibilities for programme management as well as procedures and processes for coordination, decision-making and reporting. (taking also into consideration the variability of the funds to be allocated to the FMA)	<b>20</b>
<b>5</b>	Quality of personnel (including team leader and diversity of team).	<b>15</b>
<b>6.1</b>	Plan setting out the financial approach and methodology to deliver value for money, methodology for ensuring that the fund will be delivered on-time and within budget, identified risks to the delivery of the fund and proposed mitigation.	<b>15</b>
<b>6.2</b>	Structure of financial proposal: Given uncertainties <sup>1</sup> on both timing and magnitude of fund inflows and outflows, provide information on your ability to adjust the resources allocated to the FMA activities and consequent impact on the overall management costs. [IMPORTANT: Do not provide unit rates or fees in this presentation – such information must only be provided in the financial proposal.]	<b>5</b>
<b>Total</b>		<b>100%</b>

The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process. The points allocated to the technical proposal correspond to 60% of the total obtainable points.

### 3.5 Financial Proposal Evaluation

The financial proposal will only be evaluated if the technical proposal achieves a minimum of 60% of the total allocable points for the technical evaluation. Proposals failing to obtain this minimum threshold will not be eligible for further consideration.

The maximum number of points for the price component is 40% of the total obtainable points.

This maximum number of points will be allocated to the lowest price proposal. All other price proposals will receive points in inverse proportion according to the following formula:

<sup>1</sup> Your financial proposal should be based on the activity level required to manage the anticipated gross contributions of approximately \$ 7 million per year. However, there are uncertainties with regards to actual cash flow. There may be bureaucratic delays in the contributions already pledged resulting in a lower initial activity level than expected. On the other hand, additional donors may join the fund with consequent increase in the activity level. Your technical proposal should address how a major change in cash flow (up or down) would impact on the FMA management costs, without revealing the actual numbers in your financial proposal.

Points for the price component of a proposal being evaluated = ([Maximum number of points for the price component] x [Lowest price]) / [Price of proposal being evaluated]

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### **3.6 Bidders' Presentations**

At the discretion of UNAIDS and on behalf of the RC-NF Working Group, selected bidders may be invited to supply additional information on the contents of their proposal during the evaluation period. Such bidders could be asked to give a presentation of their proposal (possibly with an emphasis on a topic of UNAIDS' choice) followed by a question and answer session. If UNAIDS determines that there is such a need, the presentation will be held at UNAIDS Headquarters in Geneva, or by videoconference/Internet. Bidders will be given reasonable time to prepare for the presentation.

NOTE: Presentations or other individual contact is expressly prohibited before the closing date for proposal submission.



## 4 SELECTION OF FMA

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### 4.1 Award Criteria, Award of Contract

UNAIDS, on behalf of and in collaboration with the RC-NF Working Group, reserves the right to:

- a) Recommend a bidder of its choice, even if its bid is not for the lowest amount;
- b) 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 UNAIDS' action;
- c) Make the recommendation on the basis of the RC-NF particular objectives for a bidder whose proposal is considered to be the most responsive to the needs of the Organization and the activity concerned;
- d) Not award any recommendation at all.
- e) An eventual award of contract will be made by the ISC.

UNAIDS has the right to eliminate bids on technical or other reasons throughout the evaluation/selection process. UNAIDS 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: UNAIDS, on behalf of the RC-NF, is **acting in good faith** by issuing this Request for Proposals. However, **this document does not obligate UNAIDS to contract for the supply of any products or services**. Donors will enter into direct contractual relationships with the selected FMA.

#### 4.1.1 Right to modify Scope or Requirements during the Proposal Process

UNAIDS, on behalf of the RC-NF Working Group reserves the right to, at any time during the proposal process, modify the scope of services and goods specified in the Request for Proposals. At any time in the selection process, UNAIDS reserves the right to issue an amendment to the Request for Proposals detailing the change which should be notified only to bidders who have not been officially eliminated due to technical reasons at that point in time.

#### 4.1.2 Right to Extend/Revise Scope or Requirements at Time of Award

UNAIDS, on behalf of the RC-NF Working Group, reserves the right, at the time selection of the FMA, to extend/revise the scope of services and goods specified in the RFP without any change in the base price of services and goods or other terms and conditions offered by the selected bidder.

#### 4.1.3 Right to enter into Contract Price Negotiations

UNAIDS, on behalf of the RC-NF Working Group, reserves the right to enter into negotiations, with one or more bidders that have not been eliminated during the evaluation process, including but not limited to negotiations 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 Request for Proposals.

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### 4.2 Signing of the Contract

UNAIDS will as a result of this process recommend the award of contracts to one successful bidder to the ISC and the donors. The donors will contract directly the successful bidder. If the bidder does not accept the contracts terms without changes, then UNAIDS has the right not to proceed with the selected bidder and instead recommend another bidder of its choice.

The recommendation for award of contract will be published on the UNAIDS public website, after all internal clearances and acceptance of the contract by the selected bidder.

## **5 GENERAL AND CONTRACTUAL CONDITIONS**

The general and contractual conditions from each one of the donors will apply to the final contracts to be subscribed by the successful bidder and the donors.

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