

# CALL FOR EXPRESSION OF INTEREST (EOI)

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**DESCRIPTION:**      **Management of the Technical Support Facility for:**  
                                 **1) Eastern and Southern Africa (TSF ESA),**  
                                 **2) West and Central Africa (TSF WCA);**  
                                 **3) Asia Pacific (TSF AP)**

**REFERENCE NUMBER: EOI-2013-11**

**POSTING DATE: 30 May 2013**

**DEADLINE DATE FOR SUBMISSION OF EOI: 19 June 2013**

Interested suppliers are invited to send in their expression of interest

## **Context**

The Joint United Nations Programme on HIV/AIDS (UNAIDS) is preparing to launch a Request for Proposal (RFP) in July 2013 for the continued management of the Technical Support Facilities for 1) Eastern and Southern Africa; 2) West and Central Africa; and 3) Asia Pacific. The purpose of this Expression of Interest (EOI) is to identify suppliers, including individual organizations/companies as well as potential consortia who may be interested in submitting a proposal in response to the RFP.

The TSFs provide technical support and capacity development services to countries in Africa and Asia to help strengthen the delivery of national AIDS programs. UNAIDS would like to enter into contractual agreements from January 2014 with the successful bidders for the continued management of the TSF ESA, TSF WCA and TSF AP for a period up to two years with the possibility of a two year extension depending upon performance and budget availability.

## **Background**

In 2005 in response to the need for increased provision of technical support in countries, UNAIDS led an initiative to establish regional TSFs managed by existing organizations.

Since their establishment, the TSFs have been highly effective in scaling up technical support to national partners in a flexible and timely manner and at reasonable cost. The TSFs work hand-in-hand with their clients on all aspects of an assignment to develop tailored solutions. They support clients identify their technical support needs and develop precise Terms of Reference (ToRs) and then provide a short-list of experienced, quality-assured consultants from which country partners select the support they require.

Utilizing largely consultants from the region, the TSFs provide technical support on request to national AIDS coordinating agencies (NACS), Country Coordinating

Mechanisms (CCMs), government ministries and departments, Global Fund Grantees, civil society organizations, business sector and development agencies, including UN partners. The TSFs are staffed by a small team within the host organization.

Technical support accessed through the TSFs is used for a range of purposes, including to design programmes and solve problems in the areas of HIV strategic and operational planning, seeking resources from the Global Fund and other donors, grant implementation, institutional development, resource mobilization and tracking, monitoring and evaluation and financial and programme management. In addition TSFs provide high quality technical support on priority thematic areas including supporting work on gender, with key populations (men who have sex with men, people who use drugs, sex workers), human rights and for priority interventions such as HIV counselling and testing, care and treatment, voluntary male circumcision and Elimination of Mother-to-Child Transmission.

The technical support provided by the TSF is paid by the requestor. In some cases requestors will receive the support provided under the UNAIDS Technical Assistance Fund.

The overall objectives of the TSF's are:

- 1) Provide competitively priced, quality assured, short and longer-term technical support in agreed priority areas;
- 2) Strengthen the capacity of country partners to obtain, manage and govern grants funded through multilateral and bi-lateral donors, including the Global Fund to Fight AIDS, TB and Malaria;
- 3) Assist in the professional development of national and regional consultants; and
- 4) Encourage a harmonized and collaborative approach to the delivery of technical support.

### **Work to be performed:**

The Contractor will be responsible for the following main areas of work:

- 1) To provide targeted, quality assured short- and longer term technical support, at a reasonable cost to the client, through consultants or organizations to partner organizations including national governments, CCMs, Principal Recipients, Sub Recipients, National AIDS Councils, civil society partners and the UN. On average each TSF will manage between 80-150 consultancy assignments per year of approximately 30 days per assignment.
- 2) Technical Support provided may include:

### ***Situational Analysis/Epidemic Assessment***

- Review and syntheses of the epidemiological situation;
- Modes of Transmissions studies; Know Your Epidemic, Know Your Response studies;
- National AIDS Spending Assessments and Programmatic and financial gap analyses and sustainable financing studies;

### ***Strategy Development and Resource Mobilization***

- National Strategic Planning
- Development of Investment cases
- Costing and budgeting processes
- Global Fund Concept note and proposal development

### ***Implementation and Systems Strengthening***

- Community system strengthening
- Financial and Programmatic strengthening
- HIV/TB Integration
- Organizational Development
- Risk Management
- Procurement and Supply Chain

### ***Governance and leadership***

- CCM oversight and governance

### ***Monitoring and Evaluation***

- Design, assessment and strengthening of monitoring and evaluation systems
- Annual Program Reviews.

***Thematic Areas:*** including Human Rights, Gender, work with Key Populations

- 3) To assist in the professional development of national and regional consultants to provide on-going technical support in a range of technical areas, to strengthen their skills and capacity to deliver South-South support, and to increase knowledge of the latest thinking and methodology in identified technical areas. On average each TSF will undertake 2-3 targeted professional development activities per year.
- 4) To increase understanding, knowledge and capacity of country partners of the latest thinking and methodology in identified technical areas, especially in relation to Global Fund processes through training, mentorship and South-South exchange. On average each TSF will undertake 3-5 targeted capacity development activities per year.
- 5) To work effectively with partners to ensure knowledge transfer, to monitor and disseminate lessons learned, to share tools developed, and to collaborate and harmonize with other regional TS providers and UNAIDS Co-sponsors in support of country partner-owned and partner-led action throughout the Region.

## Expression of Interest:

**IMPORTANT: No formal offers or prices are requested in this phase.**

Email for submission of EOI: [TechnicalBids@unaids.org](mailto:TechnicalBids@unaids.org).  
(Please indicate Ref. No. EOI-2013-11 in all submissions)

Deadline for submission of Expression of Interest: 19-June-2013 17:00 hrs  
Geneva

Please provide the following information:

<b><i>Organization/ Company Information</i></b>
Lead Organization Name:
In case you intend to apply as a consortium, please state its intended composition:
Contact Person:
Address and Website:
Brief description of the organization:
Organizations annual budget:
Organization structure:
Legal Status and date of incorporation:
Geographical presence:
Number and Geographical distribution of staff:
<b><i>Relevant Experience</i></b>
Number of consultancy assignments managed over the past three years:
Experience (list up to 8 examples of relevant experience gained within the past five years, including with the UN and other international organizations which demonstrates the contractor's ability to deliver on the technical requirements of the Work to be Performed):
Please provide how your organization is positioned to deliver the work in this EOI
Indicate which TSF contract(s) your organization would be interested in bidding for:  TSF ESA <input type="checkbox"/> TSF West and Central Africa <input type="checkbox"/> TSF Asia Pacific <input type="checkbox"/>

This EOI does not constitute a solicitation. We do not require bids or proposals at this stage; we merely seek your expression of interest in participating in the tender.

A response to this Request for Expression of Interest does not automatically ensure that you will be selected to participate in the tender, nor will only be organizations participating

in the EOI invited to bid. UNAIDS reserves the right to change or cancel the requirement at any time during the EOI and/or solicitation process.

UNAIDS also reserves the rights to require compliance with additional conditions as and when issuing the final tender document.

UNAIDS will respond in writing (via email only) to requests for clarification of the EOI that it receives prior to 17:00 (Geneva time), **12/June/2013** . All answers to queries will be posted on **14/June/2013**.

Contact	UNAIDS   <a href="mailto:Bids@unaids.org">Bids@unaids.org</a>
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#### **ADDITIONAL INFORMATION**

Please note this is an invitation to express interest only and therefore:

- a) Expressing your interest does not pre-qualify you as a short-listed candidate;
- b) Expressing your interest does not guarantee that you will be eligible for a forthcoming Request for proposals;
- c) UNAIDS reserves the right to change or cancel the above requirements at any time; without incurring any liability towards any interested party and/or any obligation to inform any interested party of the grounds for its action; and
- d) All costs incurred in connection with the submission of this EOI are non-refundable by UNAIDS.