

RFP-2015-10 - Performance of secretariat functions to the UNAIDS Reference Group on HIV and Human Rights

Answers to questions submitted by potential bidders

11-May-2015

1. **Question:** 1.3.1 – Points 1 & 9: Can you provide any information on the subject of the proposed issue papers or human rights briefings referred to in the RFP?.

Answer :

There are no specific topics proposed for the 17th meeting of the Reference Group yet. However, previous topics have included “HIV and drug policy,” “Target setting and galvanizing action in the AIDS response,” and “Human rights and access to HIV treatment.” Other relevant HIV and human rights topics can be found on the Reference Group website: <http://www.hivhumanrights.org/category/statements/>

While these are Reference Group statement, they should give a proxy of the different topics covered by the issue papers.

2. **Question:** 1.3.1 – Point 2: Could you elaborate on the expected role of the Secretariat in terms of organising the logistical details for the Reference Group meeting – specifically would the Secretariat be responsible for communications only or also fund management?

Answer : The Secretariat would be responsible for both communications and fund management (if by fund management, it means the money required for travel, per diem and other meeting logistics)..

3. **Question:** 1.3.1 – Point 7: For the website, are we expected to include a budget for sub-contracting a web support expert or would this be in addition to the Secretariat contract? If this is to be included, given UNAIDS’ frequent use of such experts, are you able to provide an indicative budget that has been acceptable to UNAIDS previously?

Answer : It is expected that the Reference Group Secretariat include the budget for sub-contracting web support in the proposal – the website maintenance should be quite basic (i.e. uploading of papers, etc.). As for estimation of such services for the budget, bidders should research and provide an estimate for services that are commensurate with quality services.

4. **Question:** 1.3.1 – Point 11: For translation services, are these expected to be delivered by the Secretariat in house or through external contractors? If this is to be included, given UNAIDS’ frequent use of such experts are you able to provide an indicative budget that has been acceptable to UNAIDS previously?

Answer: It is expected that bidders provide translation services in-house if such services are available, or alternatively, they can sub-contract out to external service providers. These costs should be included in the budget. As for estimation of such services for the budget, bidders should research and provide an estimate for services that are commensurate with quality services. It is estimated that about 4 statements of 10 pages each would need to be translated, however the final requirements will depend on the actual deliverables of the Reference Group.