



ELIMINATION 8

ANGOLA • BOTSWANA • ESWATINI • MOZAMBIQUE
NAMIBIA • SOUTH AFRICA • ZAMBIA • ZIMBABWE

REQUEST FOR PROPOSALS

INDIVIDUAL CONSULTANTS/CONTRACTORS/CONSULTANCY FIRMS

REFERENCE NUMBER: E8-TSO-001/2021.

REQUEST FOR SERVICES: CONSULTANCY FOR A RAPID IN-DEPTH ASSESSMENT OF THE IMPACT OF COVID-19 ON THE MALARIA SEASON IN E8 COUNTRIES

1. The SADC Malaria Elimination Eight Secretariat (E8 Secretariat) is inviting services of an Individual Consultant/Contractor to submit their CV/Proof of expertise and Financial Proposal for the following services:

To conduct a rapid in-depth assessment of the impact of covid-19 on the malaria season in E8 countries

The **Terms of Reference** defining the minimum technical requirements for these services are attached as **Annex 1** to this Request for Proposal.

2. Consultants/Contractors are eligible for this assignment provided that they fulfil the following eligibility criteria:
 - a) *they are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are being subject of proceedings concerning those matters, or are being in any similar situations arising from similar procedures provided for in the national legislation or regulations of the SADC member states;*
 - b) *they have not been convicted of offences concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);*
 - c) *they have not been declared guilty of grave professional misconduct proven by any means which E8 Secretariat can justify;*
 - d) *they have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those countries where the contract is to be performed;*
 - e) *they have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to*

the E8 Secretariat' financial interests; or they are not being currently subject to an administrative penalty.

3. The estimated period for completion of the work is **20 days spread over 4 weeks** and therefore proposals must be designed with the above-mentioned consideration.
4. Your Proposal must be presented as per **Standard Proposal Forms** attached as **Annex 2** to this request for proposals, in the English language and be accompanied by copies of all the indicated supporting documents. If the supporting documents are not in English, these shall be accompanied by a certified translation into English.
5. Your proposal must be sent by email to procurement@elimination8.org in PDF and must be password protected. It must be clearly marked **“REFERENCE NUMBER E8-TSO-001/2021.** with **“CONSULTANCY FOR A RAPID IN-DEPTH ASSESSMENT OF THE IMPACT OF COVID-19 ON THE MALARIA SEASON IN E8 COUNTRIES”** in the subject line of the email.
6. The deadline for submission of your proposal, to the address indicated in Paragraph 5 above, is the **12th of July 2021 at 17:00 hours.** The password should be sent on the Bid Closing Date, after 17:00 hours in a separate email to procurement@elimination8.org
7. Your proposal will be evaluated against the Technical criteria in **Annex 2.**
8. Your proposal should be submitted as per the following instructions and in accordance with the annexed Technical Proposal format in this Request for proposals.
 - i. **PRICES:**

The financial proposal shall be inclusive of all expenses deemed necessary by the Individual Consultant for the performance of the contract.
 - ii. **EVALUATION AND AWARD OF THE CONTRACT:**

Proposals determined to be formally compliant to the requirements will be further evaluated technically.

A Proposal is considered compliant to the requirements if:

 - It fulfils the formal requirements (see Paragraphs 2,3,4,5 and 6 above),
 - The financial proposal does not exceed the proposed number of days available for the contract.
 - iii. **VALIDITY OF THE PROPOSAL:**

Your Proposal should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 6 above.
9. **CONTRACT AWARD**
 - i. The E8 Secretariat entity reserves the right to 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 Consultant or any obligation to inform the affected Consultant or Consultants of the grounds for the E8 Secretariat's action.

Prior to expiration of the period of proposal validity, the E8 Secretariat will award the contract to the qualified Consultant whose Proposal after being evaluated is considered to be the most responsive to the needs of the organisation and activity concerned.

An interview with consultants may be held during evaluation process, if deemed necessary.

- ii. E8 Secretariat's reserves the right to vary requirements at time of award.
The E8 Secretariat reserves the right at the time of award of contract to vary the quantity of services and goods specified in the request for proposals without any change in price or other terms and conditions.
 - iii. **Signing of the contract**
Within **Five (5)** days of receipt of the contract the successful Consultant shall sign and date the contract and return it to the E8 Secretariat.
- 10. Your proposal is received on the basis that you fully understand and accept these terms and conditions.
 - 11. The assignment is expected to commence within **seven (7) days** from the signature of the Contract.
 - 12. Additional requests for information and clarifications can be made until **five (5)** working days prior to deadline indicated in the paragraph 6 above, from:

The Procuring entity: **SADC Malaria Elimination Eight Secretariat**

Contact person: Mr Dumisani Shaba, Acting *Head of Finance, Grants and Operations*

Telephone: +264 61 242 849

E-mail: procurement@elimination8.org

Copy: bphulu@elimination8.org

Clarifications will be sent to all invited Consultants before the deadline for submission of the proposals.

To enable you to submit a proposal, please find attached the following documents:

TERMS OF REFERENCE

CONSULTANCY FOR A RAPID IN-DEPTH ASSESSMENT OF THE IMPACT OF COVID-19 ON THE MALARIA SEASON IN E8 COUNTRIES.

Contract title:	Individual Consultant
Post level:	International / National
Cluster/Project:	SADC Malaria Elimination Eight (E8)
Duty Station:	Home Based / SADC Malaria Elimination Eight Secretariat (E8S)
Assignment:	Conduct a rapid in-depth assessment of the extent of the impact of Covid-19 on the last season's malaria transmission outbreaks to guide preparation for the upcoming malaria transmission period in the SADC E8 countries
Duration:	20 Working days
Start Date:	2 August 2021
Reporting to:	Head: Technical Support & Operational Research

1. Background

The Malaria Elimination Eight Initiative (E8) is a subsidiary of the Southern Africa Development Community (SADC) serving as the regional Malaria Desk of SADC. Formed in 2009, the E8 provides a platform for the coordination of regional malaria efforts and facilitates the malaria control and elimination agenda in the SADC region with the support of all Malaria partners at the regional and global level. The E8 is reinforcing regional collaboration towards malaria elimination with the aim to accelerate zero local transmission in four low transmission “frontline countries” – Botswana, Eswatini, Namibia and South Africa by 2025 and to pave the way for elimination in four middle to high transmission “second line countries” – Angola, Mozambique, Zambia and Zimbabwe and the whole SADC countries, through a phased approach beginning in the southern part of the SADC region and moving towards the northern parts with the ultimate goal of covering the entire region by 2030.

Malaria is one of the major causes of morbidity and mortality in the E8 region, due to, amongst other factors the interconnectivity of countries along their common borders facilitating the transmission of malaria across porous borders. Additionally, cross-border movement of mobile and migrant populations contribute to parasite movement and affect progress towards malaria elimination, as progress of one country's efforts is aided by the success of another. The outbreak of the COVID-19 (C19) pandemic has affected the general malaria response programme and contributed to disruptions in efficient delivery of interventions. In Africa, about an estimated 62% of the total C19 cases were recorded from the SADC region of which 93.7% emanated from the E8 countries. The actual impact of COVID-19 on malaria services in the E8 region has not been well documented. A recent Global Fund report shows massive

disruption to health care services caused by C19 in Africa and Asia. A survey conducted by WHO in 2020 reported that partial or complete disruption of malaria preventive and treatment services were observed in 155 countries, with low-income countries affected more.

For the region to be prepared for the next malaria transmission season, a clear understanding of the effects of Covid-19 on the implementation of malaria service delivery requires to be understood. It is with this background that the Elimination 8 Secretariat is seeking the services of an Individual Consultant (IC) to support a rapid impact assessment of Covid-19 on malaria services during the recent past malaria peak season.

2. Purpose, Scope, and Objectives

The purpose of the assignment is to conduct a rapid assessment of the impact of Covid-19 on malaria services during the most recent malaria season. The objective of the Consultancy is to provide a comprehensive report on how Covid-19 affected both decision-making and operational implementation of key malaria interventions in the E8 countries. The report should provide recommendations to the countries in line with the World Health Organization guidelines on implementation of malaria services under Covid-19. Link (<https://apps.who.int/iris/handle/10665/331561>)

Specific objectives are:

1. To conduct a desk-based review of existing reports on the effects of Covid-19 on malaria in the E8 region.
2. To conduct consultative meetings with the E8 countries on how Covid-19 impacted on malaria service delivery.
3. To develop a comprehensive report with recommendations including mitigation measures for future delivery of malaria services during ongoing Covid-19.
4. To undertake a validation meeting with countries to build consensus on the findings, recommendations, and mitigation measures for future optimal delivery of malaria services in the presence of Covid – 19.

5. Scope of work/key deliverables

The comprehensive rapid assessment report should be guided by the WHO guidelines on malaria service delivery under Covid-19 and should provide key recommendations and mitigation measures that countries can base their decision making on and operational consideration for optimal utilization of resources. The scope of work includes:

- Conducting a desk-based review of existing country reports, regional reports, print and published papers.
- Conduct consultations with ministries of health, line ministries, partners, and stakeholders to have a comprehensive understanding of the full effect of Covid-19 on malaria service delivery.
- Provide an analysis of the effect of Covid-19 on malaria cases in relation to periods before the Covid Pandemic.

- Develop a comprehensive report to disseminate to NMCPs and relevant stakeholders.

6. Key deliverables and outputs

The consultant will be responsible for the delivery and technical quality of the final product. All deliverables shall be submitted to SADC Malaria Elimination Eight Secretariat (E8S) in line with the tentative schedule below which will be refined based on the consultant's final proposal.

Task/activity	Detail	Duration/timeline	Deliverable/output
1. Signing of contract	<ul style="list-style-type: none"> • De-briefing and commencement of assignment 	<ul style="list-style-type: none"> • half day 	<ul style="list-style-type: none"> • Contract signed
2. Preparation of Inception Report	<ul style="list-style-type: none"> • Consultant's understanding of the TORs, with clear methodology, roadmap or work plan including timelines, schedules, and budget for the assignment. • Any identified stakeholders to be consulted during the assignment. 	<ul style="list-style-type: none"> • 3 days upon signing of contract 	<ul style="list-style-type: none"> • An acceptable Inception Report submitted to SADC – E8S
3. Preparation of the Draft Report	<ul style="list-style-type: none"> • Desk review • Stakeholder consultations (online zoom meeting) • Drafting Report with recommendations and mitigation measures 	<ul style="list-style-type: none"> • 3 days • 4 Days • 5 days 	<ul style="list-style-type: none"> • Submission of an acceptable draft costed Operational Plan
4. Validation meeting	<ul style="list-style-type: none"> • Initial presentations of findings to E8S • Presentation of the Draft Report findings to the E8 Technical Committee 	<ul style="list-style-type: none"> • 2 Days - Day-1: Zoom Meeting: participants - 8 E8S. - Day-2: Zoom Meeting: participants- SADC – E8 Technical Committee 	<ul style="list-style-type: none"> • Validation meeting
5. Finalize draft Report	<ul style="list-style-type: none"> • Review draft report and incorporate comments from the validation meeting. 	<ul style="list-style-type: none"> • 3 days 	<ul style="list-style-type: none"> • Final acceptable comprehensive report with recommendations and mitigation measures submitted to SADC – E8S

6. Payment schedule

Payments are linked to deliverables and will be made upon certification of the completed tasks satisfactorily, as per the following schedule:

Payment	Criteria/condition
First payment: 20% of total contract value	Upon submission and acceptance of the inception report
Second Payment: 50% of total contract value	Upon submission and acceptance of the Draft Report with recommendations and mitigation measures
Final Payment: 30% of total contract value	Upon submission and acceptance of the final Report with recommendations and mitigation measures

7. Institutional Arrangement

The SADC Malaria Elimination Eight Secretariat is the contracting authority and in collaboration with SADC will support the consultant in organizing the required consultative meetings, and will provide office space (where necessary), key documents as well as reports that will be useful for the assignment. The E8 Secretariat will be responsible for the coordination of meetings and other activities under the Consultancy.

8. Recruitment and qualifications

8.1 Education

At least a master's degree in a relevant field in the area of planning, public policy, development studies, economics, or related discipline.

8.2 Experience

- At least 5 years professional experience in research and assessments of health-related services.
- Prior working experience in conducting similar assignments is an added advantage.
- Demonstrated experience in working with government and development partners and other stakeholders in public sector development programs especially in research and assessments fields.
- Ability to lead health related assessments and research.
- Evidence of having undertaken similar assignments.
- Proven strategic vision and strong technical and analytical capabilities.
- Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships.
- Excellent writing, communication, and facilitation skills with outstanding presentation to different audiences.
- Ability to work under tight timelines.

8.3 Duration of assignment

This assignment is expected to be finalized at a maximum of 20 working days, excluding Saturday and Sundays. The consultancy is spread from 2 August to 30 August 2021. This assignment carries no expectation of extension.

8.4 Application process

Interested and qualified candidates should submit their applications which should include the following:

1. Cover letter setting out: a statement of how the applicant meets the qualifications and experience requirements.
2. Detailed Curriculum Vitae and education qualifications
3. Technical and financial proposal

Applicants must send a financial proposal based on a Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fees and any other applicable cost to be incurred by the Consultant in completing the assignment. The contract price will be fixed output-based price and payments will be done upon completion of acceptable deliverables/outputs.

While upholding to COVID - 19 travel restrictions, in the event of unforeseeable travel that is not anticipated in this TOR or if any work is to be done outside the Consultant's home country, prior travel arrangement shall be agreed upon between E8S and the Consultant. Payment of travel costs including tickets, lodging and terminal expenses will be met by the SADC Malaria Elimination Eight Secretariat (E8S).

Applications should be emailed to procurement@elimination8.org not later than 12th of July 2021 at 5.00pm Central African Time (CAT).

(On Company Letterhead for Firms)

REF: **E8-TSO-001/2021**

The Executive Director
E8 Secretariat
10 Platinum Street, Erf 490 Prosperita
Windhoek, Namibia

Date:

Dear Sir

We/I, the undersigned, hereby offer to provide Services in accordance with your Request for Proposal dated 2021. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal, in separate emails.

We/I hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We/I are/am not bankrupt, wound up, or have their affairs being administered by the courts, have not entered into arrangements with creditors, have no suspended business activities, subject to proceedings concerning matters, or similar situations arising from similar procedures provided for in the national legislation or regulations of the SADC member states;
- c) We/I have not been convicted of offences or misconduct concerning my professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);
- d) We/I have fulfilled obligations related to the payments of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we/I Am established or with those countries where the contract is to be performed;
- e) We/I are/am currently not on the removed or suspended vendor list of Global Fund, United Nations agencies, or other such lists of other similar organisations, nor are we associated with, any company or individual appearing on the World Bank's Listings of Ineligible Firm and Individuals or World Bank's Corporate Procurement Listing of Non-Responsible Vendors or in a "UN Ineligibility List" or declared as ineligible by and Government or other international donor organisations;
- f) We/I do not employ, nor anticipate employing, any person who is or was recently employed by the E8 Secretariat.
- g) We/I understand that any resulting contract will be a framework contract, with estimated quantities subject to change on actual work done within the contract amount.

We/I confirm that we/I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of E8 Secretariat's Framework Contract for consulting services.

We agree to abide by this Proposal as per the duration of any signed contract days. We undertake, if our Proposal is accepted, to initiate the services not later than the date to be agreed upon by the parties.

We fully understand and recognise that the E8 Secretariat is not bound to accept this Proposal, that we shall bear all costs associated with its preparation and submission, and that the E8 Secretariat will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Sincerely,

Authorised Signature

Name and Title of Signatory:

DOCUMENTS ESTABLISHING ELIGIBILITY AND QUALIFICATIONS OF THE BIDDER

Bidder Information Form

Date of Proposal Submission.....

RFP No. **E8-CPA-001/2021**

1. Bidder's Legal Name:
2. In case of Joint Venture (JV), legal name of each party:
3. Actual or intended Country of Registration/Operation:
4. Year of Registration (Firms 4 & 5):
5. Countries of Operation
7. Legal Address/es in Country of Registration/Operation:
8. Value and Description of Top three (3) Biggest Contract for the past five (5) years:
9. Latest Credit Rating (if any):
10. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved:
11. Bidder's Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
13. Are you in the in the World Bank's Listings of Ineligible Firm and Individuals or World Bank's Corporate Procurement Listing of Non-Responsible Vendors or in a "UN Ineligibility List" or declared as ineligible by any Government or other international donor organisations.? <input type="checkbox"/> YES or <input type="checkbox"/> NO
14. Attached are certified copies of original documents of: [check the box(es) of the attached original documents] <input type="checkbox"/> All eligibility documents supporting academic and eligibility requirements in this document <input type="checkbox"/> Articles of Incorporation or Registration of firm. (For Firms) <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law.

QUALIFICATION AND EVALUATION

Subject	Requirement	Responsive or Non-responsive	
		YES	NO
Mandatory requirements (Firms & Companies)	Submit company incorporation/registration certificate and valid Tax clearance certificate		
Mandatory requirements (Individuals)	Income Tax compliance certificate in country of operation		
Submission of the above is MANDATORY and any tender deemed non-responsive at this stage will not be considered further			

TECHNICAL EVALUATION

	Criteria	Maximum points allocated
1	Understanding of TOR	20
2	Proposed Methodology for Assignment	20
3	Education and Training (Skills set) of Key Staff	30
4	Specific Experience	20
5	General Experience	10
	Total	100

Proposals not obtaining a minimum score of 70% will be rejected

SECTION 6: TECHNICAL PROPOSAL FORMAT

<p style="text-align: center;">TECHNICAL PROPOSAL FORMAT RFP No. E8-CPA-001/2021 PROVISION OF CONSULTANCY SERVICES TO THE SOUTHERN AFRICA MALARIA ELIMINATION EIGHT INITIATIVE SECRETARIAT</p>

Note: Technical Proposals not submitted in this format may be rejected.

The financial proposal should be sent as a separate attachment in the email.

Name of Proposing Firm / Individual	
Country of Registration:	
Name of Contact Person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

1: EXPERTISE OF FIRM/ INDIVIDUAL

This section should fully explain the Bidder's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.

1.1 Brief Description of Company/ Individual Biography: Provide a brief description of the company/consultant submitting the proposal, e.g legal mandates/authorised business activities, the year and country of incorporation (firms), types of activities undertaken, including reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

1.2. Track Record and Experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract Value	Period of activity	Types of activities undertaken	Status or Date Completed	References Contact Details (Name, Phone, Email)	

2- APPROACH AND IMPLEMENTATION PLAN/METHODOLOGY

This section should demonstrate the Bidder’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

2.1. Approach to the Service/Work Required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the project, keeping in mind the appropriateness to the mandate of the project, geography and environmental factors of the supported region (SADC 8 countries).

2.2. Technical Quality Assurance Review Mechanisms: The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.

2.3 Implementation Timelines: The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.5. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the E&S and partners, including a reporting schedule.

2.6. Partnerships: Explain any partnerships with local, international or other organisations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.7 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under this document, if any.

2.8 Other: Any other comments or information regarding the project approach and methodology that will be adopted.

FINANCIAL PROPOSAL FORMAT

The financial proposal must be prepared as a separate PDF file from the rest of the RFP response. The components comprising the total price must provide sufficient detail to allow E8 Secretariat to determine compliance of proposal with requirements as per TOR of this RFP. The Bidder shall include a complete breakdown of the cost elements associated with each line item for the duration of the contract. Provide separate figures for each functional grouping or category.

Estimates for cost-reimbursable items, if any, should be listed separately.

In addition, the Financial Proposal must include, but not necessarily be limited to, the following documents:

1. A summary of the Fees in words and figures

- i. **Price breakdown:** The price must cover all the services to be provided and must itemize the following:
 - An all-inclusive fee rate per working day for each expert to be assigned to the team. The fee rate must include remuneration of each expert.
 - Disbursements, if applicable.
 - Summary of total cost for the services proposed.
- ii. **Schedule of payments:** Proposed schedule of payment is included in the terms of reference and payment will be made by E8 Secretariat in the currency of the proposal. The payment schedule will be linked to the delivery of the outputs specified in terms of reference.

Signature of Financial Proposal

The Financial Proposal should be authorized and signed as follows: Duly authorized to sign the Proposal for and on behalf of:

(Name of Company/Individual)

Name of representative (For Firm/Company)

Signature/Stamp of Entity/Date