# REQUEST FOR PROPOSALS

RFP No: E8-CONS-001-2017

OPEN TO: Firms, Institutions, Associations, and Organizations…

CONSULTANCY: Evaluating the Impact of Malaria Health Posts on Resident; and Mobile and Migrant Populations in E8 Border Districts.

LOCATION: E8 Secretariat, Windhoek, Namibia.

PRINCIPAL RECIPIENTE: Southern Africa Malaria Elimination 8 Initiative Secretariat

(E8 Secretariat)

OPENING DATE: March 7, 2017

CLOSING DATE: March 27, 2017

**Program Background**:

The Elimination 8 (E8) is a SADC ministerial initiative, designed as a platform for regional collaboration towards malaria elimination within the SADC region. The eight countries which make up the E8 are Angola, Botswana, Mozambique, Namibia, South Africa, Swaziland, Zambia, and Zimbabwe. These countries are highly interconnected by population movement as well as shared malaria ecologies, making it near impossible for one country to eliminate malaria without collaboration with its neighbors. The E8 Initiative was designed to create an enabling environment for the eight member states to jointly plan and monitor national and regional activities that are mutually reinforcing, and that accelerate the individual country goals of malaria elimination.

E8 is rolling out key elimination initiatives that include the installation of both static and mobile border health posts along key borders between E8 countries. The primary function of the border health facilities is to increase awareness about malaria and to improve access to health care, particularly malaria diagnosis and treatment amongst underserved communities in border districts, and amongst mobile and migrant populations crossing these borders.

**Research objectives:**

1. To assess knowledge of malaria transmission, attitudes towards border posts and health facilities, and practices for malaria prevention and treatment among migrants and residents of border district communities.
2. To understand the characteristics of populations in areas surrounding the malaria posts, including current community infection prevalence, zero-prevalence, and confirmed case incidence of malaria.
3. To understand the characteristics of migrants and other mobile populations in E8 border districts, risk factors, and migration patterns.
4. To assess the role of parasite importation on malaria transmission within border districts
5. To evaluate the impact of two years of border area health post implementation on malaria transmission and importation rates

**Border health post districts in E8 countries:**

1. Angola: Calai, Cuangar, Tombwa, Namacunde, Ombandja and Dirico
2. Namibia: Andara, Eenhena, Engela, Nankudu and Outapi districts
3. Botswana: Bobonong, Ngamiland West (Okavango) Chobe and Masungu (North East) Districts
4. Zambia: Livingstone and Sesheke districts
5. Zimbabwe: Beitbridge, Chiredzi, Mutasa, Mudzi and Rushinga districts
6. South Africa: Enhlanzeni, Vhembe and Mopani districts
7. Mozambique: Changara, Mossurize, Manica, Sussundega Namacha, Matutuine and Moamba districts
8. Swaziland: Lubombo and Lugongolweni districts.

**A. Registration for Information:**

To ensure you receive all communications and modifications to the RFP, send an email to [procurement@elimination8.org](mailto:procurement@elimination8.org) requesting that your organization be put on the distribution list, with the RFP number included in the subject line.

**B. Pre-Bidding Conference**

There will be a pre-proposal conference on **March 10, 2017** at 14.00 hours Central African Time (CAT) via skype. Bidders are encouraged to attend in person at the E8 Secretariat Board Room, Channel Life Towers, First Floor, 39 Post Street Mall, Windhoek, Namibia. Non-attendance, however, shall not result in disqualification of an interested bidder. Organisations that would have registered with [procurement@elimination8.org](mailto:procurement@elimination8.org) by 12:00 noon on March 10 2017 will be provided a skype id and a temporal group created solely for the pre-bidding conference. Minutes of the bidders’ conference will be disseminated to the individual firms who have registered or expressed interest with the contract, whether they attended the conference or not. No verbal statement made during the conference shall modify the terms and conditions of the RFP unless such statement is specifically written in the Minutes of the Conference, or issued/posted as an amendment in the form of a Supplemental Information to the RFP.

After the pre-bidding conference, questions should be directed to [procurement@elimination8.org](mailto:procurement@elimination8.org) on or before 17 March 2017 prior to the proposal submission date.

**C. Proposal Submission Deadline**:

Deadline for submission is **March 27, 2017**, 14:00 hours Central African Time. Proposals can either be physically submitted to the E8 Secretariat at the following office address: Channel Life Towers, First Floor, 39 Post Street Mall, Windhoek, Namibia or submitted electronically to [procurement@elimination8.org](mailto:procurement@elimination8.org) by 14:00 Hours CAT. Bidders must take note of the Time Zone. Late submissions will be rejected.

**D Instructions for Submission of Proposals:**

**a. Physical Submission**

Courier/Hand Delivery

***One Original and 2*** copies of proposals plus an electronic copy on a flash drive should be addressed to The E8 Secretariat, Channel Life Towers, First Floor, 39 Post Mall Street, Windhoek, Namibia and should be physically submitted to the E8 Secretariat at the following office address: Channel Life Towers, First Floor, 39 Post Street Mall, Windhoek, Namibia. **Technical and Cost proposals must be submitted in separate envelopes** clearly marked on the outside as either “**TECHNICAL PROPOSAL**” or “**FINANCIAL PROPOSAL**”, as appropriate. Each envelope MUST clearly indicate the subject line:

1. **TECHNICAL PROPOSAL - RFP No. E8-CONS-001-2017– Operational Research Coordinator for Evaluating the Impact of Malaria Health Posts on Resident; and Mobile and Migrant Populations in E8 Border Districts**
2. **FINANCIAL PROPOSAL - RFP No E8-CONS-001-2017 - Operational Research Coordinator for Evaluating the Impact of Malaria Health Posts on Resident; and Mobile and Migrant Populations in E8 Border Districts**

The outer envelope **must** bear the Name, Postal Address and Email address of the bidder.

It is the responsibility of bidders to obtain a receipt/acknowledgement letter and to ensure that the bidding documents are placed in the tender box. If submitted in person, the bidder should ensure that they have signed a proposal receipt register. If submission is by courier, the E8 Secretariat will send a receipt acknowledgement letter.

**b. Electronic Submission**

` i. Electronic submissions must be sent to [procurement@elimination8.org](mailto:procurement@elimination8.org). Bidders should submit the **Technical Proposal and Financial proposals in separate zip folders**. Each file must be password protected, in PDF files only and be free from virus and corrupted files. Password for technical proposal must be provided to the E8 secretariat by the March 27, 14:00 hrs. CAT. For electronic submission, a password for the financial zip folder should not be provided on submission but shall be provided ONLY on request, post the 27th March technical proposal opening.

1. The Mandatory subject of email shall be: **RFP No. E8-CONS-001-2017**

**TECHNICAL PROPOSAL - RFP No. E8-CONS-001-2017– Operational Research Coordinator for Evaluating the Impact of Malaria Health Posts on Resident; and Mobile and Migrant Populations in E8 Border Districts**

**FINANCIAL PROPOSAL - RFP No E8-CONS-001-2017 - Operational Research Coordinator for Evaluating the Impact of Malaria Health Posts on Resident; and Mobile and Migrant Populations in E8 Border Districts**

1. Acknowledgements of receipt of the submission will be emailed to bidders. Bidders must ensure that they use trusted and reliable Virus Scanning Software prior to submission of proposals**.**
2. Bidders understand and agree that the submission of Bids by email and the safe receipt of the Bids at the specified email address is at the Bidder's own risk. Any page(s) received which are ineligible will not be considered

c. The E8 Secretariat shall indicate for its record that the official date and time of receiving the Proposal is the actual date and time when the said Proposal has been received either physically at the E8 Secretariat premises or into the designated email address.

d. The Total Budget available for this assignment, including the local taxes (including social security), duties, fees, levies, and other charges imposed under the law in Namibia and the reimbursable expenses is **USD80.000,00** Financial Proposals exceeding the available budget will be rejected as non-responsive.

e. Bidders must express the price of their services in United States Dollars (USD). The payment will be made in USD, and the Bidder shall bear all the costs and risks implied by the currency exchange. Financial Proposals expressed in other currencies than USDs will be automatically disqualified.

**E. Bid Opening**

Technical Proposals will be opened on **March 27, 2017** at 14:00 hours Central African Time in the presence of bidders’ representatives who choose to attend in person. The venue of the Bid Opening will be: E8 Secretariat Conference Room, Channel Life Towers, First Floor, 39 Post Street Mall, Windhoek, Namibia. Bidders who submitted Proposals electronically must provide the password on 27th March 2017, before 14.00 CAT for the Technical proposal **ONLY**. Only bids that pass the technical proposal will provide financial proposal password on further request.

**F. Language of Proposals:**

The technical and cost proposals must be submitted in English.

**G. Estimated Period of Performance:**

The period of performance is up to **April 31, 2018**, with an estimated contract award date of **April 1, 2017**. There will be a one-year base period and an option period for the end-line survey period between **1st** **April 2019 - 31st April 2020**. The option period will be invoked if the Consultant’s performance and achievement of the baseline indicator targets is acceptable. The option period is also subject to available funding for the end line survey.

**H. Awards**:

a. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

i. The E8 Secretariat reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for E8’s action. Furthermore, the E8 Secretariat shall not be obliged to award the contract to the lowest price bidder.

ii. The E8 Secretariat shall also verify, and immediately reject respective Proposal, if the bidders are found to appear in the World Bank’s Listings of Ineligible Firms and Individual or World Bank’s Corporate Procurement Listing of Non-Responsible Vendors or in a “United Nations (UN) Ineligibility List” or declared as ineligible by other international donor organisations.

b. Award Criteria

Issuance of this Request for Proposals does not constitute an award commitment on the part of E8 Secretariat nor does it commit E8 Secretariat to pay for costs incurred in the preparation and submission of a proposal. Prior to expiration of the period of proposal validity, the E8 Secretariat shall award the contract on a best value determination and following negotiations.

Attachments:

* RFP